

CAO's ADMINISTRATIVE UPDATE TO COUNCIL

ADMINISTRATION / ECONOMIC DEVELOPMENT

Bylaw	The BLEO continues to proactively and reactively address new and ongoing issues and trying to work with residents to educate and gain compliance for bylaw matters.
Upcoming meeting schedule Time – 6:30pm unless noted otherwise	Tuesday, September 3 – Committee of the Whole – Community Development Monday, September 9 – Committee of Whole – Administration & Operations Monday, September 23 – Port Management Committee Monday, September 30 or Tuesday, October 1 – Regular Council September 30 is National Day of Truth and Reconciliation

TREASURY

CR2 Grant Funding	The certificate of substantial completion on this project has been received by Jewell Engineering. The final report has been filed with the Ministry of Infrastructure and the final holdback of 10% of the ICIP grant is being processed. This amount is currently in our Accounts Receivable.
Final Tax Bills	The final tax bills for 2024 were sent out on time at the beginning of August. We are seeing payments starting to come in.
FMW	The Salary Plan has been completed and is in the test environment. Capital Plan is underway, and staff is working with the implementation advisor to complete this last module of the software.
ADP	We continue to work with the ADP implementation team, making some adjustments to processes to maximize the program's efficiency for our organization. These should be completed by our next bi-weekly pay run.

FACILITIES/RECREATION

Camps & Lessons	Summer camps and lessons wrapped up on Friday, August 23rd the Cardinal pool will remain open August 26-30 th for public swimming from 12 noon 4 pm. weather dependent.
Blue Grass Festival	Organizers were pleased with the support received from the Parks & Recreation department. Arena washrooms and showers along with garbage pick-up throughout the weekend was appreciated.

Gallop Canal	Special thanks to the Kanata Dive club for their underwater cleanup last Sunday (August 11 th). Parks & Recreation staff took three trucks of garbage away on that day.
Pickleball Courts	Courts are utilized daily and well into the evenings
Bass Pro Derby	Staff assisted in the early morning parking for trucks and trailers, like last year when we supplied a bus to transport the anglers down to the water. 50 anglers participated in the event. Parks staff had a couple of our new bleachers onsite as well for the crowds to view the weigh in.
SNC Fishing Derby	SNC used the pavilion and water from last week for a two-day fishing program which was well attended.
Ingredion Arena	Ice plant turned on last week; staff are installing the ice, first rental is September 2nd. Spencerville ice will be ready for September 25 th .
Adult Skating	Resumes on September 3 rd in the mornings for the season, other public skating and parent & tot programs will resume first week of October.
New Horizen Seniors Program Grant	We applied for the mentioned grant to offer a seniors-based introduction to the internet and basic computer skills with various Microsoft programs. We were successful, we will run (2) 6 week programs starting mid-October and the other in Mid-January . Wednesday nights at the Johnstown Hall and Thursday mornings at Ingredion arena. We will be posting on social media in the next couple of weeks.
Spencerville Fair	Staff are gearing up and getting the arena ready for the fair. I have been in contact with the fair board executive and will offer the same manpower as last year.
Community Sport and Recreation Infrastructure Fund	New funding has just been released with a late October deadline; we will work on preparing an application for the Splash Pad project. We are just finalizing with the consultants to have the pricing ready.

OPERATIONS – PUBLIC WORKS

Weir Bridge	Work is progressing at a reasonable rate. The contractor is a couple weeks behind schedule due to weather-related delays. Anticipate the contractor transitioning to the west side of the bridge on or before August 30.
Jordan Rd Culvert Replacement	The road closure will be extended to August 30 to allow the contractor to complete the project. The road closure was originally anticipated to be a 1-week duration. This was extended for an additional week on August 15 by contractor request due to high amounts of precipitation impacting dewatering operations and equipment breakdown. The contractor did encounter a Bell cable

	that has slowed progress and a couple change orders issued. The project is set to be completed before August 30.
Totem Ranch Road	North Grenville has awarded the work to Blair Asphalt. The paving is scheduled for August 26 based on the last report, but the precipitation may push out the work.
Roads Program	Second Street – Sophia to Mary Street – Asphalt completed. Sophia Street - Second to Albert Street - Asphalt completed. Armstrong and Cedar Grove Road – areas are in the final stages of being prepped for asphalt. Change order issued on Armstrong Rd for additional Granular “B” material on base. Reid Street – Subcontractor to begin water service line replacements this week. Remainder of roads scheduled for September/October
Road Patrol App	Staff working with Citywide to link road segment assets and create additional road assets. Although the process is still on-going, it’s been a good verification and review. Anticipate having system operational for upcoming winter season.
Cardinal Works Yard Clean-up	Extending thanks to all departments who participated in a general clean-up initiative at the works yard in Cardinal last week. Clean up ongoing.
Tree Removals	Begun in Johnstown, weather slowing progress of removals.
On-Going Activities	Perform Routine Road Patrols. Ongoing work includes Vehicle Maintenance, pothole repairs, maintenance grading, roadside mowing, ditch works, entrance culvert installations, and 911 sign installations.

OPERATIONS – ENVIRONMENTAL SERVICES

Capital Projects	The Splitter box lining and installation of new flow meter device at the Spencerville lagoons are complete.
MECP Inspection	MECP completed an unannounced inspection for the Cardinal and Industrial Park drinking water systems on July 23. We anticipate an inspection report within the next couple of months.

OPERATIONS – MUNICIPAL DRAINS

	No activity this month
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FIRE DEPARTMENT

HR	A firefighter for a day program is planned on Saturday October 5. This will be a similar format to the successful women's bootcamp but open to anyone over the age of 17. The objective is to allow participants an opportunity to learn some basic firefighting skills and potentially apply to the department.
	A policy dealing with proper sealing of respiratory protection is being developed and will be rolled out at the next association meeting. (clean shave policy)
Training	The new Ontario Fire College learning portal is being rolled out to the membership. The system will allow individuals to track their progress through certification, identify training opportunities and apply online.
	A training schedule has been developed for the year's balance focusing on both skills and team building.
	Training Officer Roberts is completing NFPA 1041 Fire Instructor level 3 in Central York.
Fleet	All apparatus have received their annual service and MTO safety inspection. The only significant repairs completed were new rear brakes on Pumper 1.
	Krown rust treatment has started with 3 of 9 vehicles completed so far.
Fire Prevention	A facility tour of Levac Propane was completed by EC and Prescott firefighters.
	The fire department will have a greater presence at the Spencerville Fair this year with a tent operating throughout the event providing fire prevention and fire department recruitment information.
	The fire department visited both Cardinal and Johnstown day camps providing information on fire safety, firefighter PPE and a refreshing hose down.
	Chief attended the Leeds Grenville Fire prevention Committee meeting held at Leeds 1000 Islands with presentations provided by TSSA.
Facilities	The emergency lighting unit at station 1 failed and has been replaced by Coville Electric.
	Electrical Safety Authority inspection completed at both stations with minor follow-up in due course.
Other	Annual advanced gear cleaning and inspection program completed for all issued gear.
	This year's fire protection grant application has been submitted for the purchase of a gear washer and dryer for station 2.

EMERGENCY MANAGEMENT

	No activity this month
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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