

CAO's ADMINISTRATIVE UPDATE TO COUNCIL

ADMINISTRATION / ECONOMIC DEVELOPMENT

<p>AMO (Association of Municipalities of Ontario)</p>	<p>AMO reached out to the Township to take part in a panel at the AMO conference August 18-21 in Ottawa. The CAO will be part of a panel with the Ministry of Energy and IESO (Independent Electricity System Operator) for a session called Planning for Energy Procurements on August 20th.</p>
<p>Wellness Committee</p>	<p>The Wellness Committee is busy working to organize an employee facilities tour to help all interested employees become more familiar with all facilities owners and operated by the Township. There will be a staff appreciation lunch held down at the Cardinal Waterfront Pavilion. Both events are scheduled for mid-August.</p>
<p>Housekeeping ZBA</p>	<p>A public meeting is tentatively scheduled for 6:00 PM on August 26th. Pending completion of the draft updates, public notification will begin on August 1st. Staff are now working with Novatech to include clarifications and recent Planning Act changes regarding additional residential units</p>
<p>Bylaw</p>	<p>BLEO continues to identify and issue notices and orders within the Township for properties that require compliance measures. In partnership with the Manager of Parks/Rec/Fac signage has been installed at the Cardinal waterfront and Galop canal indicating the restriction of camping and parking of associated trailers. Ongoing clean yard maintenance for specific properties with annual compliance concerns are being monitored and completed by contractors, with the cost added to the property taxes if not paid by the owner.</p>
<p>Upcoming meeting schedule Time – 6:30 pm unless noted otherwise</p>	<p>Monday, August 26 – Regular Council</p>

TREASURY

<p>ADP Project Update</p>	<p>The first pay run for full-time and part-time and the second pay for council was completed with much success. Staff will continue to be available for questions regarding the new program. ADP will be helping for the next 2 pay periods while staff are learning the new program and then will be provided with a direct service team to be able to reach out to them at any time.</p>
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<p>FMW Project Update</p>	<p>Operating Plan is now complete; Salary Plan will be completed next week, and Capital Plan will begin at the end of July. Staff are undergoing Admin training for system set up and report creation. Training will be provided to Department managers by FMW on how to create and submit their portions of the annual budget which will be completed through FMW for the 2025 budget.</p>
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FACILITIES/RECREATION

<p>Staffing</p>	<p>All 59 full and part time employees are registered and trained on the ADP payroll software</p>
<p>Minor Ball</p>	<p>Johnstown diamond continues we five nights a week, Spencerville a couple of nights a week and the Seaway Surge Fastball utilizing Cardinal 3 nights a week. Johnstown Minor ball tournament is on July 27th.</p>
<p>Parks & Waterfront</p>	<p>Seeing an increased amount of household garbage in our park garbage cans. Bylaw has been notified on occasion. Legion Park continues to see heavy traffic and usage weekly and on weekends, the Pavillion is also well used.</p>
<p>Pickleball</p>	<p>The final coating for the tennis court went down last week, nets are up, and the Pickle Ball court is seeing a great turn out. With the courts now available we have seen a drastic decline in Spencerville over the past two weeks. We will be stopping the Tuesday & Thursday night sessions for the remainder of the summer this week.</p>
<p>Pool / Camp Session 1</p>	<p>Both Johnstown & Cardinal camps and pools have now completed their first session, both pools have seen their numbers increase for the public swimming and the evening Aquafit classes are a hit.</p>
<p>Swim Meets</p>	<p>Cardinal Sea Sharks meet July 20th, Johnstown Bear Paws July 28th</p>
<p>Boardman Buster Trip 1</p>	<p>First trip was July 17th with a full bus load of kids attending Mont Cascade Water Park</p>
<p>Hockey Contracts</p>	<p>Juust finalizing the contracts with the hockey associations. Ingredion Arena will open September 1st, Spencerville September 25th.</p>
<p>Spencerville Splash Pad</p>	<p>Met with the Spencerville Agricultural Society executive to discuss the concept of having a Splash Pad on fair board property. The idea was well received by the members, I will have further information in the next month as we have already met with a consultant to discuss designs.</p>
<p>Energy Management</p>	<p>2022 & 2023 energy consumption reporting was completed prior to the July 1st deadline. Also, the CDM (Conservation & Demand Management) five-year plan was updated as well.</p>

OPERATIONS – PUBLIC WORKS

On-Going Activities	Perform routine Road Patrols. Ongoing work includes Vehicle Maintenance, pothole repairs, maintenance grading of gravel roadways, roadside mowing and 911 sign installations. Culvert replacements scheduled for Sophia St and Armstrong Rd to be completed in July.
Meetings & HR (Human Resources)	PSD (Public Sector Digest) Citywide Road Patrol Software Training – Ongoing Implement ADP Payroll Software system to Staff and begin training on the software.
Tenders	Tandem Truck with Snowplow and Sanding Equipment Tender EC-PW-24-07 Closed July 2,2024. Three (3) bids submitted. Action Item before Council this evening.
SNC Tree Assessments	SNC conducted various tree assessments in Johnstown. Staff requested quotations from various contractors for removals. Request for Quotation (RFQ) EC-PW-24-08 issued July 2,2024
Maintenance Gravel and Dust Suppressant	The annual program commenced on Monday June 17,2024 and was completed on July 4,2024
Traffic Study and Counts	Staff have arranged with GGG to conduct a field traffic study on Jochem Rd to collect counts and average speeds at other locations including Baker Dr/Lennox Rd. Traffic Data collected on Jochem Rd to date. Staff awaiting report from GGG.
2024 Road Program	The first phase of the project commences July 15,2024 in Johnstown. The second phase begins in September. Reid St in Cardinal will begin in August.
Weir Rd Bridge	The project remains on schedule. One change order issued related to deck cantilever removals being increased an additional 300mm (about 11.81 in).
Hyndman Rd Bridge (CR#22)	The full closure of CR#22 at the Hyndman Bridge began on July 12, 2024. The completion date is scheduled for early November.

OPERATIONS – ENVIRONMENTAL SERVICES

Cardinal Wastewater Treatment Plant	IECBL replaced four faulty light fixtures. Falcon Security installed secondary alarm communicator. Routine maintenance completed.
Cardinal Water Plant	IECBL upgraded ceiling mounted light fixtures to LED. IECBL replaced two low lift pump starter panels (capital). Drained, inspected, and cleaned Flocculator tanks. Painting floors and pipework (on going).
Cardinal Distribution System	Flushing dead end fire hydrants (on going). Lakeshore Hydrant Services repaired four fire hydrants. Repaired fire hydrant guard valve.

	<p>Fire hydrant painting (on going). GAL Power completed semi-annual servicing of portable generator. Repaired two curb stops.</p>
Industrial Park Water System	Routine rounds completed.
Windmill Pumping Station	Routine rounds completed.
Spencerville Wastewater System	<p>Engineering meeting scheduled with Nova Tech for the Spencerville Station # 1 upgrades. EVB Engineering was unable to commit to the project. IECBL replaced starter relay for north pump at Spencerville Station # 1. GAL Power completed semi-annual servicing of generator. Splitter box lining and mag meter installation projects are scheduled to be completed the week of August 12th.</p>
Cardinal Sewer and Storm Collection System	Falcon Security replaced DCS alarm communicator at Adelaide Station.

OPERATIONS – MUNICIPAL DRAINS

	No activity this month
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FIRE DEPARTMENT

HR	Staff was notified of a WSIB claim by a previous long service member. The claim was subsequently approved by WSIB under presumptive cancer legislation.
	A fire department family BBQ will take place on Saturday July 13 at station 2. Attendees will have access to the pool and a firefighter slow pitch game is planned.
	Several participants from within EC have been in to get sized for bunker gear to participate in the upcoming Women of Fire LG bootcamp on July 27 at LTI RTC. They will utilize some of our spare outdated gear. Staff from ECFD continue to be involved in organizing this initiative.
Training	There is no training scheduled for July.

	The training officer is scheduled to complete Hazmat mission specific and technician programs in September.
	Staff will be attending a training session at LTI RTC for a new fire college learning management system.
	Assisted pool staff with emergency medical scenarios. Additional small group sessions may be scheduled in the future.
Fleet	All apparatus is performing well. Weldon V-mux programming recall on rescue 1 is still outstanding. Working with manufacturer for resolution.
Fire Prevention	Fire extinguisher training provided to Ingredion employees during safety days.
	Attended port day along with Prescott fire displaying fire apparatus.
	Fire extinguisher training is being arranged for Greenfield employees.
	Follow-up inspection completed at a duplex in Cardinal
Facilities	The emergency light panel has failed at station 1. A replacement is on order and will be installed upon arrival.
Other	A small fire department contingent participated on the 4th of July celebrations in Norwood NY.
	Fire department members attended the wake, funeral, and provided stand-by coverage during the service for captain John Cooke of South Dundas FD. This was a line of duty death based on presumptive cancer legislation.
	Annual advanced cleaning and inspection of bunker gear will be completed with the last batch of gear returning on August 2.
	Provided a couple additional tanker loads of water for the Johnstown pool following a repair by recreation staff.

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