

**CAO's ADMINISTRATIVE UPDATE TO COUNCIL**

**ADMINISTRATION / ECONOMIC DEVELOPMENT**

Senior Management Team	2024 capital projects are coming to a close and preliminary work has begun on the 2025 budget.
Community Development	The November 4 <sup>th</sup> CDC meeting will have a special delegation from South Grenville students who are participating in a newsletter with our Community Development team. The start time for this meeting will be 6:00 PM
Economic Development	Received the CF Grenville grant for \$3,000 to support community outreach for the new CIP. RFP for the CIP has been issued and is set to close November 25 <sup>th</sup> .
Bylaw	The BLEO continues to address concerns raised in the community and educate the public on bylaws and compliance measures. BLEO is working with a contractor to complete clean yards violation efforts that did not comply with orders to comply.
Upcoming meeting schedule Time – 6:30 pm unless otherwise noted	Monday, Nov 4 – Committee of the Whole – Community Development Monday, Nov 11 – Committee of the Whole – Administration & Operations Monday, Nov 18 – Port Management Committee Monday, Nov 25 – Regular Council

**TREASURY**

Interim Audit	MNP completed the interim audit on October 21st and were able to complete the majority of their audit testing during the one day in the office. We will be scheduling the final audit for 2024 for the new year.
FMW	Training for department managers was held, and they were shown how to input their operating budgets, execute budget reports, enter in capital projects and produce capital budget reports. Training will continue with the finance department for the first full budgeting cycle.
Realtax Final Notices	Final notices have been sent to two separate properties, owners have until December 2024 to pay the cancellation price, or an extension agreement is entered into.

**FACILITIES/RECREATION**

Parks	Washrooms are now closed for the season; outhouses will remain open for a couple more weeks. Swings sets will come down this week.
Docks	We will remove all the docks except for the boat launch which will remain in place for a couple more weeks.
Seniors Tech Class	Classes started last week and will run Wednesdays in Johnstown from 6 pm – 8 pm and Thursdays in Cardinal from 10am – 12 noon
Trunk or Treat	Staff participated in both events on October 28 <sup>th</sup> in Johnstown and Cardinal.
Canteen	Spencerville canteen is now open and operating on a normal schedule.
Flags / Cenotaph	Provincial flags are removed for the winter, all Canadian flags will be changed out November first and the Remembrance Day banners will go up November 1 <sup>st</sup> . Both cenotaphs will be cleaned and ready for service on the 11 <sup>th</sup>

OPERATIONS – PUBLIC WORKS

Weir Bridge	Work is continuing to progress, and the contractor expects it to be completed on or before November 8.
Roads Program	<b>Reid St</b> – Water Services installation, excavation for road base, manhole adjustments, and granular reinstatement with fine grading is completed. Asphalt resurfacing is scheduled. <b>Fifth St</b> – Added to the Tender. Pulverization, granular material added and fine graded. Asphalt scheduled for Oct 25/24 (weather permitting) <b>Sutton Dr</b> - Pulverization, granular material added and fine graded. Asphalt scheduled for Oct 25/24 (weather permitting)
Road Patrol App	Staff continue to work with Citywide to link road segments nearing completion. Trial runs have been conducted and clearing system errors. Training to begin for staff. System operational for upcoming winter season.
Ongoing Activities	Perform routine road patrols. Ongoing work includes vehicle maintenance, winter operations set up of one-way plows and wings and calibrations on units, shop maintenance, pothole patch repairs on various roadways, roadside mowing, maintenance grading, entrance and cross culvert installations. Roadside brushing at various locations. Excavate and Install Hydro Conduit in Spencerville.
Contractors	<b>Provincial Paving</b> – Asphalt reinstatement at various locations. Completed <b>Dican Inc.</b> - GPS/AVL Installations for Public Works vehicles. Completed

Training/ Meetings	Weekly PSD Citywide Route Patrol update meetings. AMCTO Offensive Customers & Comments Webinar. Bi-Weekly Dican Inc. Update and training sessions. Edwardsburgh Cardinal FMW/Citywide Budgeting End User Training.
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OPERATIONS – ENVIRONMENTAL SERVICES

Cardinal Wastewater Treatment Plant	GFL completed semi-annual biosolids removal (300 m <sup>3</sup> ). IECBL upgraded interior ceiling mounted light fixtures to LED. Semi-annual cleaning of Air Handling filters completed.
Cardinal Water Plant	Trojan UV completed semi-annual UV maintenance. Annual fire alarm system inspection completed. Cleaned and inspected basket screens. Bell repaired the phone line. Source Water Protection seminar with South Nation Conservation Authority completed.
Cardinal Distribution System	Hydrant flushing completed in Cardinal Winterized fire hydrants and installed markers. Replaced faulty UPS battery backup unit at the water tower.
Industrial Park Water System	Hydrant flushing completed. One service connection (water/sewer) and fire hydrant installed for Alantra. Winterized fire hydrants.
Windmill Pumping Station	Zebra Mussel chlorination completed for season.
Spencerville Wastewater System	Replaced stop float at Spencerville Station # 1. Replaced starter relay in north pump at Spencerville Station #1. Routine rounds completed.
Cardinal Sewer and Storm Collection System	Routine rounds completed.

OPERATIONS – MUNICIPAL DRAINS

Newport/CR2	The East Branch of the Newport Municipal Drain culvert installation on CR 2 was completed on October 18 by Clarence McDonald Construction.
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FIRE DEPARTMENT

HR	Due to insufficient applications the firefighter for a day event was cancelled.
	Annual recruitment information sessions take place on Oct 24 and 30 with testing and interviews to follow. Tentative start date of new personnel is January 6, 2025
	Received a resignation from a firefighter that cannot commit to regular attendance and certification training at this time.
Training	Annual NFPA 1001 level I and II program checklists have been submitted to Academics and Standards Evaluation for approval to allow us to run classes in-house in 2025.
	Scheduling to deliver another NFPA 1001 FFI program over the winter for 2024 and 2025 recruits.
	EC has the firegrounds at the Lyndhurst Training Centre rented on Saturday October 26 with 18 firefighters participating. Training evolutions will include; live fire attack, car fires, SCBA confidence drills and class A fire development.
	Developing an application to host one of the Fire College mobile live fire training units at station 1 for several days in 2025. Augusta and Prescott have expressed interest in participating.
	The Chief attended a Hydro One emergency management workshop in Napanee.
	Chief completed Emergency Management Ontario EM 125 Introduction to Emergency Exercises.
Fleet	Ambient air temperature sensor replaced on Tanker 1.
	Winter pump panels are installed to prepare apparatus for below freezing temperatures.
Fire Prevention	Conducted a poster contest at both schools. A junior and senior class at each school will receive a pizza lunch with fire department members. Four pizza lunches total.
	Teams were out in the community during fire prevention week to promote fire safety and answer residents' questions.
	Attended MTJB and provided fire truck tours and fire safety handouts for the children

Facilities	Asphalt repairs were completed at the apparatus bay ramps at station 1.
	Eight interior light fixtures were replaced with LED units at station 1.
Other	Paramedic bootcamp completed
	Chief attended NG Chief Okum's retirement ceremony held prior to NG council meeting on October 1.

### EMERGENCY MANAGEMENT

Emergency Response Plan (ERP)	The municipal emergency control group met on October 21 to complete an annual review and receive training on certain key areas of the Emergency Response Plan.
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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](mailto:councilmail@twpec.ca)