

**CAO's ADMINISTRATIVE UPDATE TO COUNCIL**

**ADMINISTRATION / ECONOMIC DEVELOPMENT**

Proclamations	Three proclamations have been prepared and shared on social media and the website based on eligibility criteria of the Proclamation Policy: <ul style="list-style-type: none"> <li>• Rail Safety Week – Sept 23-29</li> <li>• National Day for Truth and Reconciliation – Sept 30</li> <li>• Fire Prevention Week – Oct 6-12</li> </ul>
Citizen of the Year Awards	Ads and information will be circulated in the newspaper, website and social media for the opening of submissions to the Youth and Regular Citizen of the Year Award nominations. Deadline to submit is November 20.
Bylaw	The BLEO continues to provide educational information to residents on maintaining clean yards and assisting with the boat launch parking permit system.
Upcoming meeting schedule Time – 6:30 pm unless otherwise noted	Monday, Oct 7 – Committee of the Whole – Community Development Tuesday, Oct 15 – Committee of the Whole – Administration & Operations Monday, Oct 21 – Port Management Committee Monday, Oct 28 – Regular Council

**TREASURY**

ADP	Implementation of the payroll system is virtually complete. We are waiting to sign off on the project with the lead implementation specialist. Our team has been utilizing the service team through ADP for any assistance with the program.
FMW	Capital plan is being worked on through the test environment, and training is being provided on this module. Training is scheduled for department managers for the end of October on how to input operating budgets, execute budget reports, go over capital budget entry and capital budget reports.
Interim Audit	We have scheduled the interim audit with MNP the week of October 21 <sup>st</sup>

FACILITIES/RECREATION

Spencerville Fair	Fair executives were extremely pleased with the support and help from the Recreation department throughout the week. Cleanup with assistance from the Public Works went well on the Monday as well.
Spencerville Arena	Staff did an excellent job getting the arena prepped after the fair, the ice installation went smoothly this year, and the arena opened September 26 <sup>th</sup> .
Public Skating	Both arenas public skate times start up this week.
Parks	Staff continue to maintain the parks which have been very busy with the warmer September. Waterfront washrooms will remain open for a couple more weeks.
New Staff	John Henderson started last week as our newest Facilities Operator. John will continue his training over the next couple of weeks and be stationed out of the Spencerville arena this winter.
Co Op Student	We have a Co-op student from South Grenville District High school that started on September 19 <sup>th</sup> . Zack White will be working a full day co-op (6) hours per day and will split his time between the two arenas.
Spencerville Arena Canteen	With the arena primarily used as a practice facility for the associations we have installed a vending machine in the lobby for this winter instead of operating our canteen.

OPERATIONS – PUBLIC WORKS

Weir Bridge	Work is progressing. The contractor is behind schedule due to weather-related delays. The Contractor has transitioned to the west side of the bridge for completion.
Jordan Rd Culvert Replacement	Triple Culvert Installation has been completed at location. Guiderail installation is 90% at completion.
Totem Ranch Rd West	Asphalt resurfacing and shouldering were completed with the Township North Grenville and Township of Edwardsburgh Cardinal.
Roads Program	<p><b>Reid St</b> – Subcontractor completed installation of water service lines. Roadway set to begin excavation of gravel and soil material in roadbed and apply granular material to roadbed surface for preparation of asphalt reinstatement.</p> <p><b>Cedar Grove Rd</b> – Asphalt reinstatement and shouldering completed. Pavement markings completed.</p> <p><b>Armstrong Rd</b> – Asphalt reinstatement and shouldering completed. Pavement markings completed.</p> <p><b>Edison Ave</b> – Asphalt resurfacing and shouldering completed.</p> <p><b>Riverview Cres</b> – Catch Basin and pipe system installation has been completed.</p>

	<p><b>New Wexford</b> – Asphalt reinstatement is completed on roadways in New Wexford. Topsoil and shouldering are yet to be completed to date.</p> <p><b>Fifth St</b> – Added to Tender – To be completed.</p> <p><b>Sutton Dr</b> – To be completed.</p> <p>Public Works assist Tackaberry Construction with excavation of unsettling material on Keefer St.</p> <p>Remainder of roads scheduled for October.</p>
Tree Removals	Tree and stump removals have been completed in Johnstown at various locations.
Road Patrol App	Staff working with Citywide to link road segment assets and create additional road assets near completion. Trial runs are being conducted and near completion. System operational for upcoming winter season.
Ongoing Activities	Perform routine road patrols. Ongoing work includes Vehicle Maintenance, Shop Maintenance, Pothole patch repairs on various roadways, roadside mowing, maintenance grading, entrance culvert installations, 911 sign installations, roadside/sidewalk sweeping and roadside brushing on Noe Rd, Fraser Rd, Gallop Canal Rd, Newman Rd, Glen Smail Rd. Road Cuts on Perry St, Helen St, Walter St, and Cardinal Cenotaph Sidewalk reinstatement is completed.
Training/Meetings Attended	Labour Management Committee Meeting. Weekly PSD Citywide Route Patrol update meetings. AORS – Association of Ontario Road Supervisors – District 8 meeting. Meet with Hydro One representatives for installation of Hydro Conduit on Water St. Municipal Housing Infrastructure – Enabling Core Servicing (MHIP-HECS) Webinar
Community Events	Supply units for Touch a Truck Event at Spencerville Fair.

OPERATIONS – ENVIRONMENTAL SERVICES

Cardinal Wastewater Treatment Plant	<p>Serviced gear boxes- Vessel 1 and 2- changed oil.</p> <p>IECBL replaced sludge transfer pump VFD.</p> <p>Upgraded 7 ceiling mounted light fixtures to LED.</p> <p>Cleaned bio-humidification tower</p> <p>Annual fire extinguisher inspections are completed.</p> <p>Annual fuel tank inspection completed.</p> <p>Drained and cleaned UV channel. Completed cement patch work in channel.</p>
Cardinal Water Plant	GAL completed semi-annual generator maintenance. Annual fuel tank inspection completed.

	<p>Microcystin detected in raw water sample. Algal Bloom sampling plan initiated as per requirement in drinking water permit, notifications to Health Unit, MECP and Spills Action Center completed.</p> <p>Received MECP Focused inspection report. No non-compliances or best management practices identified.</p>
Cardinal Distribution System	<p>Reid Street water service replacement completed. <b>(Capital)</b></p> <p>Replaced Walter Street Sample Station. Purchased spare unit.</p> <p>Hydrant flushing on going.</p>
Industrial Park Water System	<p>Routine rounds completed.</p> <p>Received MECP detailed inspection report. No non-compliances or best management practices identified.</p>
Windmill Pumping Station	<p>Routine rounds completed.</p>
Spencerville Wastewater System	<p>Mag meter installation completed <b>(Capital)</b>.</p> <p>Capitol Controls commissioned and calibrated mag meter.</p> <p>Splitter Box Relining project completed <b>(Capital)</b>.</p> <p>Sanitary manhole inspections completed (in house).</p> <p>Annual fire extinguisher inspections completed.</p> <p>Annual fuel tank inspection completed.</p>
Cardinal Sewer and Storm Collection System	<p>High pressure cleaned section of sanitary main on James Street through to Middle Street and CCTV Inspected.</p> <p>High pressure cleaned storm catch basins and mains by Dundas/Lower streets.</p> <p>Cleaned and inspected floats in Flett Station.</p> <p>GAL Power completed semi-annual generator maintenance.</p> <p>Aqua Drain completed parging repairs on sanitary manhole on Walker Street south.</p>

### OPERATIONS – MUNICIPAL DRAINS

CR2/Newport	<p>Phase 2 of this project is set to begin on September 30<sup>th</sup>. All work is contained within the County ROW and includes the replacement of the cement box culvert.</p>
Branch 2 James Reilly / Dewi Ritcher	<p>Staff met with Drainage Superintendent on next steps.</p>

FIRE DEPARTMENT

HR	Only a couple applications have been received for the fighter bootcamp thus far. SM engagement will be increased in an effort to solicit additional interest.
	Several fire department applications have been received and will be included in the recruitment process.
Training	Four firefighters registered for NFPA 1021 Officer I at the Clarence Rockland regional training centre.
	One firefighter completing NFPA 1001 Firefighter II at Leeds Thousand Islands training centre.
	The fire department has rented the training grounds at the Leeds and Thousand Islands Training Centre to conduct live fire training and other evolutions on October 26.
Fleet	All apparatus has passed their annual pump capacity testing. Some minor repairs and vacuum leaks will be completed in the coming weeks.
	Krown rust treatment has been applied to all fire department vehicles except tanker 7.
Fire Prevention	Spencerville Fair display was well attended throughout the weekend. Over 200 fire safety packages were distributed.
	September 28 is "Saved by The Beep" test your smoke alarm day. The fire department will be in Spencerville from 10-11 AM near the County Rd 21 and 44 intersection and Cardinal from 1-2 PM near Home Hardware for community engagement.
	Fire Prevention week is Oct 6-12 and this year's theme is "Smoke alarms: Make them work for you!" Plans include a SM campaign and school poster contest with 4 classes winning a pizza lunch.
Facilities	CKA Architects are working on preliminary layouts for station 2. Anticipate meeting with the station 2 committee in the near future.
	The sign at fire station 1 has been refreshed and updated to current municipal branding.
	A couple exterior light fixtures have failed at fire station 1. We continue to update faulty units to LED type lighting.
Other	The Regional Paramedic Program for Eastern Ontario annual bootcamp is scheduled to take place at fire station 1 and the Spencerville Fairgrounds on Thursday October 10.
	Ambulance Dispatch will transition to the Medical Priority Dispatch System (MPDS) on February 5, 2025. MPDS uses a more detailed triage protocol, enabling dispatchers to better discern and prioritize the most urgent calls and the most appropriate responses potentially resulting in less "lights and sirens" calls. Residents may notice longer wait times for minor issues and fire department medical responses may be reduced. Using MPDS, EMS standby at

	incidents like structure fires will become a low priority based on lack of patient information.
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### EMERGENCY MANAGEMENT

HIRA 2024 Updates	Staff will be attending a virtual demonstration session on October 2 and be receiving a brief update on the 2024 renewal of the Hazard Identification and Risk Assessment Program. We will also be introduced to a new Hazard Risk and Resilience Assessment Tool.
ERP Review and Exercise	Staff are working on scheduling a couple of dates in October to complete these items.

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)