

CAO's ADMINISTRATIVE UPDATE TO COUNCIL

ADMINISTRATION / ECONOMIC DEVELOPMENT

Holiday Office Closure	The Township office will close on Tuesday December 24 th at noon and will reopen on Thursday January 2 nd at 8:30 AM.
UCLG Economic Summit	Economic development staff attended the UCLG Economic Development Summit on November 22 nd . Potentia Renewables CEO and Project Manager made a presentation to attendees
Student Newsletter	Staff are working with SGDSS students on the December edition of the Township newsletter. The school has advised that the students will not continue the newsletter into the 2nd semester. The opportunity to continue the newsletter will be available to the 2nd semester grade 9 tech class.
Building and Planning Application Process Improvement	Planning, Building, Frontline and Finance staff are exploring ways to improve building and planning application and permitting processes. The team has completed a process mapping exercise and has engaged software companies to find efficiencies in our payment and application process.
UCLG Fall Planner	Staff attended UCLG's fall Planner's meeting on Nov 15. The agenda included a community consultation presentation on the Counties Housing and Homelessness Plan.
Tourism Symposium	Staff attended Brockville's Tourism symposium on Nov 18. The symposium outlined the benefits of including tourism under the municipal umbrella, hearing from 2 panels of experts speaking on collaboration and marketing.
CIP Redesign	We have received one response to our RFP for the Community Improvement Plan. A review of the proposal is in progress.
Communication Committee	The Communications Committee will meet for their first meeting on December 4th.
Bylaw	The BLEO has been actively distributing public educational materials for the upcoming winter season respecting the winter parking restriction. The BLEO works closely with PW staff to monitor the weather and clean up efforts to ensure that warnings are issued prior to official orders when addressing winter parking.
Upcoming meeting schedule Time – 6:30 p.m. unless noted otherwise	Monday, December 2 – Committee of the Whole – Administration & Operations Monday, December 9 – Annual Awards & Recognitions for Youth/Citizen/Volunteer/Small & Large Businesses – 6:00p.m. Monday, December 9 – Regular Council Monday, January 13 - Committee of the Whole – Administration & Operations

TREASURY

FMW	Staff have been working with FMW to input their budgets and capital projects for 2025. The FMW Salary plan has successfully been completed in moved into the Operating Budget for 2025.
Payment Methods	In response to the Canada Post strike, staff have been working with RBC to explore options for residents to make payments online for invoices, tax certificate/statement and other items that do not relate to property taxes.

FACILITIES/RECREATION

Skate With Santa	Ingredion arena December 13 th – 6 pm – 7:30 pm Spencerville Arena December 15 th 2 pm – 3:30 pm
Holiday Skate Hours	Listed on our website
Aerobics Instructor	Posting has been up for two weeks with no interest yet.
Art Class	4 weeks session starts this week
Cookie Decorating	Sunday December 8 th . Johnstown Hall, registration has been good
Boat Launch	Nonresidents 169 - Township residents 168
Live Barn	I have reached back to Live Barn, and they are still interested in installing their camaras system in the Ingredion arena

OPERATIONS – PUBLIC WORKS

Roads Program	All roadways within the 2024 road program are completed to date. Final review of resurfaced roads to be reviewed for deficiencies by staff, consultant engineers, and contractors.
Ongoing Activities	Perform routine and weekend road patrols. Ongoing work includes vehicle maintenance, winter operations set up of one-way plows and wings. Shop maintenance, pothole patch repairs on various roadways, maintenance grading, culvert installations.
Training/ Meetings	PSD Citywide Route Patrol System completed and in place. Public Works Staff Training on system for road patrol usage. GPS/AVL training in progress for staff.

Lane Light Pedestrian Crossings	Staff met with ACF Electric on-site at the four locations. We will be proceeding with three locations right now: CR2/Dishaw, CR2/Walker and Bennett/Henderson. Some additional work will be required for CR2/Shanly Rd and will be included for 2025 budget discussions.
Augusta Boundary Road Agreement	Staff in both municipalities have worked on formalizing the current practices into an agreement. We will be bringing the agreement to Council on December 9 th and Augusta staff will be bringing the agreement on December 16 th .
Datacall Blue Box Wrap-Up	This is the final year of Datacall and the online portal will be taken offline on December 15, 2024. The 2025 Municipal Funding Allocation Model will be posted December 2, 2024 and we will be advised by email when the funding amounts become available.
Holiday Wreaths	Rideau St. Lawrence assisted with installing the wreaths on Bridge and Dundas Streets in Cardinal on November 18.
Tree Planting	Manotick Tree services completed the planting of 31 trees. Caliper size ranged between 50mm-70mm. Tree species included red and sugar maple, hack and service berry, oak and ironwood. There were four properties in Johnstown that took advantage of the offer, and the remainder of trees were planted at the back of fire station #1. We appreciate the efforts of SNC for coordination efforts and MNRF for their grant contributions.

OPERATIONS – ENVIRONMENTAL SERVICES

Cardinal Wastewater Treatment Plant	Replaced aging ceiling tiles in offices and hallway. Serviced/repaired gear box on Gravity Belt thickener Drained SBR # 2 to repair sludge pump. Semi-annual SCADA servicing completed. Routine maintenance completed.
Cardinal Water Plant	Morrisburg Plumbing repaired boiler. Semi-annual SCADA servicing completed. Replaced MAC control positioner on valve # 1 for Filter 2A. Routine maintenance completed.
Cardinal Distribution System	Routine rounds completed. Fire Hydrants winterized and markers installed.
Industrial Park Water System	Routine rounds completed. Fire Hydrants winterized and markers installed.
Windmill Pumping Station	Routine rounds completed.
Spencerville Wastewater System	Topped up diesel fuel tank-Spencerville P.S 1. Received annual order of SHAC digester chemical. IECBL serviced pump panel at Spencerville P.S # 1.

Cardinal Sewer and Storm Collection System	Routine rounds completed. Henry Street Pumping Station- grease removed and cleaned.
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OPERATIONS – MUNICIPAL DRAINS

	Nothing to report
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FIRE DEPARTMENT

HR	A recruitment information session was completed at each fire station. Seven candidates have completed aptitude test, physical testing and interviews. Potential start date of Jan 6, 2025.
	Two firefighters suffered injuries in separate incidents during live fire training. One is back to 100% and the other is on the road to recovery. These were not lost time injuries.
Training	The Training Officer completed NFPA 1041 Fire Instructor III at the Huntsville Regional Training Centre.
	Five members have started NFPA 1021 Fire Officer I that will conclude with 3 days of in person learning at the Clarence Rockland Regional Training Centre.
	Application submitted to the Ontario Fire College to get one of the mobile live fire training units for several days in 2025.
Fleet	An electrical issue has been identified on pumper 1. Emergency Vehicle Technician is scheduled this week. The truck remains in service.
Fire Prevention	Fire Prevention Officer and chief met with HFI representatives and toured the facility.
	Received a fire prevention kit from the Fire Marshalls Public Safety Council donated by TC Energy.
	Twelve Days of Holiday Fire Safety flyers designed/printed and distributed to Leeds Grenville Fire Departments.
	Firefighters attended several locations for Halloween distributing candy and fire prevention items.

	Fire Chief and Community Development Coordinator met with Potentia to receive a project update and discuss fire safety for the Skyview 2 Energy Project.
Facilities	Exterior lighting on the east side of fire station 1 has failed and will be replaced by month end.
Other	Firefighters participated in the Prescott Light up the Night parade with several trucks.

EMERGENCY MANAGEMENT

Annual Exercise	An emergency exercise of the Municipal Emergency Control Group was held on October 28. There was good participation and discussions by all members involved with the exercise. Adjustments are being made based on the findings of the exercise.
Annual Review	The Emergency Management Program Committee met on November 25 to review the 2024 activities and begin preparations for the 2025 emergency management program.
New Field Officer	The new field officer for our area (Loyalist Sector) is James Brown.
Annual Compliance Submission	Staff are in the process of completing the submission. Our target date is on or before December 5. Submissions are due by December 31 of every year.

Councilors are reminded to please forward or cc sent/received email correspondence that is a municipal record to councilmail@twpec.ca