

CAO's ADMINISTRATIVE UPDATE TO COUNCIL

ADMINISTRATION / ECONOMIC DEVELOPMENT

Bylaw	Over the past weekend the first snowfall took place in the Township. The BLEO conducted winter parking patrol and issued a total of 27 warning notices for winter parking infractions. Throughout the past month the BLEO actively distributed public educational materials for the winter season respecting the winter parking restriction.
Upcoming meeting schedule Time – 6:30 p.m. unless noted otherwise	Monday, January 13 – Committee of the Whole – Administration & Operations – Capital Budget Meeting #1 Thursday, January 23 – Committee of the Whole – Administration & Operations – Capital Budget Meeting #2 (if needed) Monday, January 27 – Regular Council Port Management Committee – date to be confirmed

TREASURY

	No update
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FACILITIES/RECREATION

Seniors Tech Class	Wrapped up last week, the new session will start mid-January for 6 weeks. Wednesday in Johnstown 1 pm – 3pm Thursday in Spencerville from 10am – 12pm
Holiday Skate Hours	Both arenas have times over the holidays for free skating

OPERATIONS – PUBLIC WORKS

Christmas Tree Pickup and drop-off	Christmas Tree pickups will be done, as time and weather permits, between January 6 and January 17 in Cardinal,
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	<p>Spencerville, Johnstown and New Wexford. All decorations, tinsel and plastic must be removed.</p> <p>Christmas trees can also be dropped off free of charge on Saturday mornings at the Scott Rd transfer station during the month of January. All decorations, tinsel and plastic must be removed.</p>
Ongoing Activities	<p>Perform routine and weekend road patrols.</p> <p>Ongoing work includes vehicle maintenance, shop maintenance, pothole patch repairs on various roadways, and grading maintenance.</p> <p>Winter Operations – 3 occasions to date.</p>
Training/Meetings	<p>Training on PSD Citywide Route Patrol completed.</p> <p>GPS/AVL training in progress for staff.</p>
Lane Light Pedestrian Crossings	<p>CR2/Dishaw St, CR2/Walker St, and Bennett/Henderson St pedestrian crossing installation has begun. Footings for the light crossings being installed at locations.</p>

OPERATIONS – ENVIRONMENTAL SERVICES

Cardinal Wastewater Treatment Plant	<p>Drain and clean influent channels.</p> <p>Replaced all lamps in UV system.</p> <p>Routine rounds and maintenance completed.</p>
Cardinal Water Plant	<p>Received order of Sodium Hypochlorite</p> <p>Routine rounds and maintenance completed.</p>
Cardinal Distribution System	<p>Routine rounds completed.</p>
Industrial Park Water System	<p>Routine rounds completed.</p>
Windmill Pumping Station	<p>Routine rounds completed.</p>
Spencerville Wastewater System	<p>Routine rounds and maintenance completed.</p>
Cardinal Sewer and Storm Collection System	<p>Routine rounds and maintenance completed.</p>

OPERATIONS – MUNICIPAL DRAINS

CR2/Newport	Staff are working with Robinson Consultants to finalize costs and prepare an updated assessment schedule.
DeWitt Ritcher	Draft notification letter, assessment schedule and tender document development are in process for maintenance work planned for 2025 to replace an existing farm crossing.
James Reilly Branch #2	Draft notification letter, assessment schedule and tender document development are in process for maintenance work planned in 2025 to complete a full clean-out.

FIRE DEPARTMENT

HR	Seven new recruits have been invited to join the department starting January 8, 2025. One of the recruits has all of her NFPA certifications and several years of experience with South Dundas.
Training	A tentative recruit and NFPA FFI schedule has been created with recruit training beginning January 8 and NFPA 1001 FFI beginning February 5. Officers will meet later this month to finalize the 2025 training schedule.
	Department members received training on proper note taking for the fire service and preparing for legal proceedings.
	Trans Northern Pipeline will be here Dec 16 to review their operations within the township and provide an overview of their emergency response procedures.
Fleet	Technicians have been on site to complete transfer case oil changes and some minor repairs identified during pump testing. Several items remain outstanding and will be competed when scheduling allows.
Fire Prevention	Inspection completed at a multi residential unit in Cardinal.
	Industrial fire safety plan being updated.
Facilities	Our HVAC service contractor has identified deficiencies with two of our radiant tube heaters. One heater at station 2 requires venting repairs and a unit at station 1 has cracked tubes and will require replacement as parts are discontinued/unavailable. These heaters will remain out of service until repair/replacement is completed.
	Annual fire alarm system testing completed at station 1.
Other	Fire department Christmas parties took place on Nov 30. Over 30 children got to visit with Santa in the afternoon followed by a potluck dinner for the adults in the evening.
	Annual SCBA maintenance and testing is scheduled to be completed on December 5.

EMERGENCY MANAGEMENT

Annual Compliance Report	The annual report was submitted through the Emergency Management Ontario portal on December 2, 2024
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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