

CAO's ADMINISTRATIVE UPDATE TO COUNCIL

ADMINISTRATION / ECONOMIC DEVELOPMENT

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| Bylaw | The BLEO is actively monitoring and enforcing winter parking restrictions during winter events. The BLEO is working with the Public Works Department to coordinate when the team is called out for winter events to issue warnings and infractions that impede winter control efforts. |
| Council AV | Staff have finalized the last portions of the new Council av system. This will result in the public having access to livestreaming on the Township website through the council meeting calendar at the same time as the meeting is taking place (possible 30 second delay on livestream depending on the user's internet speeds). Additionally, the public will be able to access a more accessible and user-friendly viewing of the meeting the following day through the html agenda where the video is segmented by agenda item. This will result in the public user's ability to watch the portion of the video related to specific items, instead of watching and scrolling through the full video. |
| Home and Trade Show | Ontario Approved Professional's Spring Home and Trade Show is April 24-26 this year at the Leo in Prescott. The Township is a title sponsor and will have a booth at the event. Council is welcome to support at the booth – a sign-up sheet will be circulated closer to the event. This year's event has expanded to include outdoor vendors on Dibble Street. Staff are working on engagement activities and messaging that will align with our Strategic Plan. |
| SNC Free Tree Day | We are partnering with SNC for Free Tree Day. As in previous years, we have matched their \$500 contribution to make more trees available to EC residents. OPG has also made a donation for additional stock. |
| Community Newsletter | Students at South Grenville District High School have agreed to continue with the monthly newsletter outside of classroom time, as volunteers. In addition to the online version, EC staff have been distributing 200 print copies to local businesses each month. The February edition will be published this week. |
| UCLG Growth Management Study | UCLG will be conducting a Growth Management Study this year, in advance of their 10-year Official Plan review scheduled for 2026. Our Planner will be on the Technical Advisory Committee and provide updates to Council throughout the study. |
| Communications Committee | Our communications committee has had a successful first two meetings and has scheduled monthly meetings going forward. |
| Upcoming meeting schedule | Monday, February 3 – Public Meeting – Zoning Bylaw Amendment – Domestic Fowl 6:00pm Monday, February 3 – Committee of the Whole – Community Development |

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| Time – 6:30 p.m. unless noted otherwise | Monday, February 10 – Committee of the Whole – Administration & Operations Tuesday, February 18 – Port Management Committee Thursday, February 20 – Tentative – Committee of the Whole – Administration & Operations (Budget Meeting – if needed) Monday, February 24 – Regular Council |
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TREASURY

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| 2024 year-end audit | There is ongoing correspondence with the auditing team in regard to the 2024 year-end audit and staff have been actively responding to requests. While the audit has not been officially scheduled yet, staff continue to work through the necessary preparations. |
| GIC Redemption | On January 17 th , the \$1,250,000 360-day GIC was redeemed and allocated to the Industrial Park Land Reserve. |
| Online Payment Processing | Staff have been actively researching online payment processing options and will be shown demos from a couple of providers to evaluate their solutions. |

FACILITIES/RECREATION

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| Senior Tech Class | Session two continues with weekly sessions in Johnstown & Spencerville |
| Seniors Exercise | We have secured an instructor and will begin Weekley exercise and wellness classes in Johnstown and Spencerville |
| Family Day | February 17 th , both arenas will offer free family day skating |
| Coop Student | We have had a fulltime coop student from SGDHS since October, Zack White was working out of the Ingredion arena during this time which will end this week. |
| Summer Employment | Advertising is out for all our pool & camp positions. |
| Art Class | New session begins February 13 th for 4 weeks at the Johnstown Hall |
| Summer Pool Courses | Information and advertising for these programs are now available on our website |

OPERATIONS – PUBLIC WORKS

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| Christmas Tree Pick-up and Drop-off | Christmas Tree pickups were completed between January 6 and January 17 in Cardinal, Spencerville, Johnstown, and New Wexford. Christmas Treed drop-off free of charge continues until the end of January on Saturday mornings at the Scott Rd waste |
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| | transfer station. All decorations, tinsel and plastic must be removed. |
| Ongoing Activities | Perform routine and weekend road patrols of TWPEC – Roads and Sidewalks Network. Ongoing work includes vehicle maintenance, shop maintenance, pothole patch repairs on various roadways. Preventative Maintenance Checks performed on Trucks #19-04, #20-03, #24-05, #20-08, #5, #6, #7. Winter Operations in month of January – 11 occasions |
| Training | GPS/AVL training continues for staff |
| Lane Light Pedestrian Crossings | Footings for light crossings installation is completed at CR2/Dishaw St, CR2/Walker St, and Bennett/Henderson St. |
| Blue Box Transition | The 2025 calendar has been placed on our website and a bulk distribution in the mail. Letters to ICI's have been sent. We will be scheduling weekly social media posts starting in February educating residents on the transition and what to expect with the new program that takes full effect on January 1, 2026. |
| Curbside Solid Waste | Contract has been executed with HGC for 2025. Staff will issue an RFP later in the year for these services that would begin on January 1, 2026. |

OPERATIONS – ENVIRONMENTAL SERVICES

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| Cardinal Wastewater Treatment Plant | Received a bulk load of Alum. Serviced/repaired Air Handling unit. Capital Controls completed annual calibration/verification on process equipment. Replaced effluent sampler refrigerator. Routine maintenance completed. Quarterly Effluent Regulatory Reporting Information System (ERRIS) reporting completed. GAL Power scheduled to complete fuel and exhaust system repairs the week of February 24 th . (Capital) |
| Cardinal Water Plant | UV System project engineering has started. Capital Controls completed annual calibration/verification on process equipment. Annual Permit to Take Water data submission completed. Replaced Filter 2A turbidity analyzer. DWQMS annual internal audit completed. DWQMS annual risk assessment review completed. |
| Cardinal Distribution System | Replaced leaking water service on George Street. Routine rounds and sampling completed. |

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| Industrial Park Water System | Routine rounds completed. Annual O. Reg 450/07 reporting completed for industries that used more than 7200 m3 per year of water (Prysmian Cables and Giant Tiger Distribution Centre for 2024). |
| Windmill Pumping Station | Routine rounds completed. |
| Spencerville Wastewater System | Capital Controls serviced mag meter. Annual ERRIS reporting completed. GAL Power scheduled to complete fuel and exhaust system repairs the week of March 24 th (Capital). |
| Cardinal Sewer and Storm Collection System | Repaired section of lateral on Middle Street. Routine rounds completed. Stormwater Sewer shed summary table submitted to MECP. |

OPERATIONS – MUNICIPAL DRAINS

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| Dewitt – Richter | This item is in front of Council tonight to approve proceeding with maintenance work on the drain recommended by the drainage superintendent. Notification letters and draft assessment schedule are ready. |
| James Reilly Branch # 2 | Notification letters and draft assessment schedule are ready. |
| General Maintenance Work | We will be taking an alternative approach to maintenance work on municipal drains this year. We will be issuing an RFQ for vendors of record for hourly equipment rates. We feel this will be more cost effective and provide greater flexibility. We will also extend this to other equipment outside municipal drain specific work. |

FIRE DEPARTMENT

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| HR | Eight new recruits started with the department on January 8 and will be on probation for the next year. |
| Training | NFPA 1001 Firefighter Level 1 class begins on February 5 th with certification testing scheduled on May 3 rd . The class of 17 is comprised of 14 from EC and 3 from Prescott. The course will include a day of practical training at the Leeds 1000 Islands training centre. |
| | EC was successful in securing one of the Ontario Fire College, Mobile Live Fire Training Units at station 1 October 1-5. The 53' custom trailer with extendable second storey will allow firefighters |

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| | from EC, Prescott and Augusta to train on various skills including; ladders, ventilation, live fire attack, search and forcible entry. |
| Fleet | All vehicles are performing as designed. |
| Fire Prevention | FPO and 2 Captains are working with Giant Tiger staff to develop an emergency response plan for the robotic portion of the facility. |
| | With the assistance of the building department the FPO has started a program where residents of homes that reach 10 years old receive a birthday card reminding them to replace their smoke and CO alarms. Information on alarm selection and contact information for assistance is included. |
| Facilities | The south bay heater at station 2 has been repaired and all other heating equipment serviced. The centre bay heater at station 1 remains out of service waiting costing and schedule for replacement. All other heating equipment has been serviced and operating well. |
| | Preliminary station 2 floor plans and perspectives have been received from CKA Architects. A meeting will be scheduled with the station committee in the near future to provide comment/feedback. |
| Other | EC will receive a \$16460.90 fire protection grant for the purchase of a bunker gear washer and dryer for station 2. This project will expedite gear cleaning after an incident in an effort to reduce firefighter exposure to products of combustion. |
| | EC has been awarded a \$1562.82 grant from the Fire Marshalls Public Fire Safety Council to support educational needs associated with firefighter certification. This will go towards a much-needed update to our projectors through the Best Buy Business program. |
| | The Leeds Grenville Fire Chefs have re-established a communications committee and several chiefs are working in coordination with Counties staff on the communications study/update. |
| | Annual self contained breathing apparatus (SCBA) flow testing and maintenance was completed with only a couple minor repairs required. |

EMERGENCY MANAGEMENT

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| CEMC Update | We have received confirmation through the EMO portal that Brian Moore has been approved and is now designated as the new Community Emergency Management Coordinator for the Township. |
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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