

CAO's ADMINISTRATIVE UPDATE TO COUNCIL

ADMINISTRATION / ECONOMIC DEVELOPMENT

BESS Open House	Potentia has rescheduled the open house for May 1 st from 4-9 PM. Staff has also been invited to meet with Potentia before the open house to learn more about the project and ask any questions.
BLEO	BLEO continues to follow up on bylaw concerns as they arise. There will be a focus on education for Clean Yards until the end of May, then enforcement will begin in June. Once the docks are installed at the boat launch then enforcement will begin for registration for the boating season.
CIP	We are collecting public input for our new CIP. A webpage and survey are being advertised and focus groups are scheduled for May 7. Funding from Grenville CFDC aimed at increasing public engagement has allowed the focus groups to be in-person.
Free Tree Day	In partnership with South Nation Conservation, Free Tree Day will be held on May 8 this year. Residents can learn more and order trees through our website.
Website	Staff participated in a training session on writing for accessibility as we work to prepare our new website.

TREASURY

2024 Audit	The adjusting entries from MNP have not been received. Once received, staff will enter the adjustments to finalize the 2024 financials. The Financial Statements will be presented by MNP at the May 12 th COW-AO meeting.
Tax Sales	Advertising for the upcoming tax sales will be placed in The Recorder and Times beginning April 26 th and will run weekly until the tax sale date of May 28 th .

FACILITIES/RECREATION

Earth Day	The clean up on April 22 nd was successful. A total of three truck loads were collected. Ingredion, Sparks and Centennial completed their own clean up on Earth Day as well. On April 26 th SERA will be hosting a cleanup in Johnstown.
Camp Registration	Summer camp registration opened on April 1 st , Johnstown camp is 90% full and Cardinal is at 40% full.
Day Trips	This summer's Bordem Buster day trips have been booked for July 16 th and August 13 th both to Mont Cascade and we will take 40 participants.
Swimming Lessons	Swimming lesson registration will be available in person on May 22 nd , May 24 th and May 29 th

Art Class	The last session of our Kids art class will begin on May 7 th .
Free Tree Day	Free tree day will take place on May 8 th at the South Edwardsburgh Community Centre.
Docks	The docks have been put in Spencerville and Cardinal.
Waterfront Washrooms	The waterfront washrooms are open.
Parks	Garbage cans and picnic tables have been put out.
Pickleball Courts	The nets have been put up in Johnstown.
Advance Polls	The Ingredion Centre was used over the Easter weekend as an advance polling spot and was successful.

OPERATIONS – PUBLIC WORKS

RFQ, Tenders Issued	RFQ – Supply of Asphalt – Closed April 8 th , 2025. RFQ – Supply of Winter Sand – Closed April 8 th , 2025. RFQ – Dundas St – Engineering/Design - Closed April 8 th , 2025.
Ongoing Activities	Perform routine and weekend road patrols of TWPEC – Roads and Sidewalks Network. Winter season ends April 30. Ongoing work activities include vehicle and shop maintenance, pothole patch repairs on paved and surface treated surfaces, grader maintenance on gravel road surfaces and roadside brushing collection. Sweeping of intersections, sidewalks in Cardinal and Spencerville,
Training	OGRA – Road School April 28-30 (5 Employees) Ongoing GPS/AVL Training
Annual Traffic Sign Inspection	Advantage Data Collection completed the annual retro-reflectivity testing and inspection of all traffic signage.
Half Loads	Half Load Restrictions are scheduled to end on May 5.
CN Crossing Work	Rehabilitation of the Marine Station Rd crossing will take place April 29 to May 1 and Blair Rd crossing May 6 to 8. No through traffic permitted, however, residents will have access to their properties.
Structural Wall Repair	The repair at the works garage in Cardinal was awarded to KE Bush Construction and will begin the week of May 5.
Roadside Weed Spraying	The roadside spraying program administered through UCLG will take place between May 20 and June 20 with approximately 70 km of Township roads being completed, as needed.
Spring Leaf and Brush Pick-up	Scheduled for May 6 th and 20 th in Cardinal and May 8 and 22 in Spencerville, Johnstown and New Wexford. Brush and leaves will be received free of charge on Saturday's during the month of May and the site will be open Wednesday May 28 to receive brush/leaf only.

OPERATIONS – ENVIRONMENTAL SERVICES

Cardinal Wastewater Treatment Plant	Replaced biofilter motor belt. Replaced SBR wall mounted light fixtures.
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	Received bulk delivery of Alum. Schneider Electric completed semi-annual SCADA maintenance.
Cardinal Water Plant	HACH completed annual verification and servicing of laboratory and portable equipment. UV System Replacement project tender closed. Received bulk delivery of Sodium Hypochlorite. Schneider Electric completed semi-annual SCADA maintenance. Re-painted generator room flooring.
Cardinal Distribution System	Dundas Street Engineering & Design tender closed.
Industrial Park Water System	Routine rounds completed.
Windmill Pumping Station	Repaired emergency lights. Portable standby generator relocated to Windmill Station.
Spencerville Wastewater System	Spring lagoon discharge completed. Muskrat control completed around perimeter of lagoons. Clean Water Works high pressure cleaned pump stations. Fuel and exhaust system repairs were completed at station # 1 (Capital). Repainted flooring at Station # 1.
Cardinal Sewer and Storm Collection System	Clean Water Works high pressure cleaned pump stations. Routine rounds and maintenance completed.

OPERATIONS – MUNICIPAL DRAINS

James Reilly Branch #2	Cean-out work was completed and post inspection performed by Drainage Superintendent to confirm compliance with original specifications of the drain.
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FIRE DEPARTMENT

Training	The NFPA 1001 Firefighter Level 1 course is set to wrap up with the final exam and skills testing scheduled on May 3 at station 1.
	A firefighter wellness session was delivered on Tuesday April 22 with breathing exercises designed to reduce stress.
	The FFI class along with several other department members will be at the regional training centre for live fire and various skills evolutions on Saturday April 26.
	Three firefighters and one Captain attended a railway incident training session hosted by Rideau Lakes FD.

Fleet	A small exhaust leak has been identified on Rescue 5 and will be repaired in the near future.
	A nuisance door open alarm on Rescue 1 was eliminated by a sensor adjustment by FD staff.
Fire Prevention	A fire prevention table with an assortment of fire safety items was utilized at the pancake breakfast.
	Two annual food truck inspections have been completed.
	Several ongoing enforcement activities.
	Inspection completed at a residential property. (rental)
	A tri-county fire prevention table provided fire safety information and fire extinguisher demos at the trade show in Prescott.
Facilities	One radiant heater at fire station 1 requires replacement and will be completed prior to the fall heating season.
Other	Another successful pancake breakfast took place on Saturday April 19. The firefighter's association served more than 300 people.
	SCBA air cylinders (52) are due for their mandatory 5-year DOT hydro test and inspection. Brockville Fire Protection will complete the inspections in small batches over the next few weeks. Ten additional cylinders are due in 2026.
	The RFP for the Master Fire Plan closed on Thursday April 24 with four proposals received. The successful proponent will be selected in due course once the evaluations have been completed.
	Chief and Captain Ayerst will be attending the OAFC fire chief's symposium April 30 – May 2.
	One SCBA cylinder that was leaking air had a damaged valve that required replacement.
	An additional \$361.73 has been made available from the 2025 Fire Protection Grant program. This will be used to offset a portion of the unfunded amount of the project.

EMERGENCY MANAGEMENT

	CEMC met with field advisor James Brown for an introductory meeting and general emergency management discussion.
	The Emergency Information Officer completed a course called Managing Communications through Uncomfortable Times through AMO. The program focused on teaching participants to manage all aspects of crisis communications during an emergency.
Emergency Preparedness Week	Emergency Preparedness Week is May 4 to 10, 2025. The Province's theme this year is "Plan for Every Season." The Township will release supporting messages on social media and has again partnered with neighbouring municipalities on radio advertising.

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