

CAO's ADMINISTRATIVE UPDATE TO COUNCIL

ADMINISTRATION / ECONOMIC DEVELOPMENT

Website update	Staff have access to our new website, and we are working through 22+ hours of training scheduled over the next few weeks. We're aiming for an earlier go-live date, potentially before June, to avoid maintaining two sites for an extended period. In preparation for the new site, we are completing training in writing for accessibility and updating our writing and branding guidelines.
SERA AGM	Staff attended the South Edwardsburgh Recreation Association AGM.
SGCC AGM	Staff and CAO attended the South Grenville Chamber of Commerce ADM
EC Connects	EC Connects is receiving positive feedback from community groups and organizations. Helpseeker is responsive to requested updates, and we are continuously improving the platform based on user feedback. Staff also participated as guest speakers for Helpseeker sharing our experience with the platform.
BESS Project	Potentia has rescheduled a public meeting for the Battery Energy Storage Facility that was to take place on April 16. We've asked for public notice as soon as it's prepared to help share it with residents.
Communications Committee	The Communications Committee is working on a Communications and Engagement Strategy and will share it with Council once complete.
Trade Show	The LG Approved Spring Trade Show is scheduled for April 24-26. Our booth theme, "Grow in TWPEC," will feature local businesses, Follow 44, and EC Connects. We'll also use the opportunity to gather feedback for our new community improvement plan. We welcome Council to join staff at the booth to engage with show visitors. A signup sheet will be circulated.
Shop Local	In response to the growing desire to shop local, staff visited local businesses to learn more about local goods made in Canada. We shared our findings on social media, and they were very well received.
SNC Tree Day	Reservations are now open for Free Tree Day. We'll be giving away free trees in May. Residents can reserve free tree seedlings through South Nation. The form can also be accessed through our website.
BLEO	As spring is here, in the next two or three weeks BLEO will focus on clean yards. As in prior years, April and May will be education months and ticketing will begin in June.

TREASURY

Interim Tax Bills	The 2025 interim tax bills have been generated and mailed out the first week of March with a due date of March 31 st .
2024 year-end audit	Fieldwork for the 2024 year-end audit has been successfully completed. Communication with the auditors remains ongoing as staff address follow-up requests and finalize outstanding matters.
Realtax Tax Sales	Final notices were sent in the fall of 2024 to two properties, they had until the end of 2024 to communicate and make arrangement to pay the cancellation price or enter into an extension agreement. No communication has been received, and the tax sale date has been set for May 28, 2025.

FACILITIES/RECREATION

Arenas	Spencerville arena closed March 23, Ingredion March 30 th , staff are working on spring cleaning and painting at both rinks.
Pickel Ball	Spencerville arena will start the week of April 15 th on Tuesday & Thursday nights
Earth Week	Working alongside the businesses in Johnstown for the April 22nd cleaning up day. Also, the Ingredion plant will work with Parks & Rec staff on the 22nd to clean up the village of Cardinal.
Parks	Staff will work over the coming weeks to get garbage cans and picnic tables out when the ground dries up. We will also get the Pickel Ball courts in Johnstown ready.
Summer Programs	Summer camp registration will open April 1 st , and the swimming program will open late May.
Summer Hirings	All summer camp, park & pool positions have been filled
Arena Donations	Met with the Gliders & Sliders seniors' group at the Ingredion on Monday, the group who skates and walks weekly during the hockey season donated \$ 1,055.00 as well as the Seniors Dominos group who have been using the meeting room for the past 6 months donated \$ 150.00.

OPERATIONS – PUBLIC WORKS

RFQ, RFP, Tenders, Issued	RFQ – Supply of Asphalt – closes on April 8/2025 RFQ – Supply of Winter Sand – closes on April 8/2025 RFQ – Waddell Street in development RFQ – Water, South and Henderson in development
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Ongoing Activities	Perform routine and weekend road patrols of TWPEC – Roads and Sidewalks Network. Ongoing works include vehicle and shop maintenance, pothole patch repairs on paved and surface treated surfaces, flood control, grader maintenance on gravel roadways, gravel road reinstatement at various locations. (Chambers Rd, Kain Rd, Glen Smail Rd) Winter Operations in March – 6 occasions.
Half Loads	Half Loads for Spring Season in effect beginning on March 17/25 Signage installed on TWPEC – Roads Network
Training	Citywide Software Training Ongoing GPS/AVL Training
Meetings	South Nation Conservation Authority – Flood Forecasting and Warning Information Session. Association of Ontario Road Supervisor District 8 Meeting – General Meeting
Annual Traffic Sign Inspection	Advantage Data Collection will be completing the annual retro-reflectivity testing and inspection of all traffic signs beginning next week.
Pedestrian Crossings	The lane light pedestrian crossings are now active and in-service at Bennett/Henderson; CR2/Dishaw and CR2/Walker. As indicated prior, CR/CR22 presents some added complexity and cost. A short-term option could be the installation of the continuous flashing pedestrian signs previously located at CR2/Dishaw.
AHSIP (Accelerated High-speed Internet Program)	Staff have issued municipal consent on six projects submitted by Xplore Inc. through the BOW (Broadband One Window) portal and are working with Xplore Inc. on a telecommunications municipal access agreement that outlines what activities require a permit and how infrastructure relocations are dealt with in the future. The draft agreement is planned to be in front of Council in either April or May.

OPERATIONS – ENVIRONMENTAL SERVICES

Cardinal Wastewater Treatment Plant	GAL power completed fuel tank replacement and exhaust system repairs (Capital). Trojan UV completed annual UV servicing. IECBL upgraded light fixtures in Air Handling and bar screen room to LED fixtures. Annual ESA (electrical) inspections completed. One defect was identified.
Cardinal Water Plant	Trojan UV completed semi-annual UV servicing. Trojan UV recertified UV reference sensor.

	<p>GAL power completed generator exhaust and fuel system repairs (Capital).</p> <p>UV System replacement project tender released on March 19, closes on April 8.</p> <p>Annual DWQMS Infrastructure Review completed.</p> <p>Annual ESA (electrical) inspections completed.</p>
Cardinal Distribution System	<p>Dundas Street Engineering and Design tender closes on April 8.</p> <p>Routine rounds completed.</p>
Industrial Park Water System	<p>Annual DWQMS Infrastructure Review completed.</p> <p>Routine rounds completed.</p>
Windmill Pumping Station	<p>Routine rounds completed.</p> <p>Annual ESA (electrical) inspections completed.</p>
Spencerville Wastewater System	<p>Tender closed on March 18 for the Spencerville Pumping Station # 1 upgrade project. There were (2) two submissions by closing time. Staff are reviewing bids and available options.</p> <p>GAL power will complete fuel and exhaust system repairs by March 28 at Spencerville Station # 1(Capital).</p> <p>IECBL replaced circuit breaker in north pump (Station # 1).</p> <p>Pre-Lagoon discharge samples collected March 25, second set will be collected March 31.</p> <p>Annual ESA (electrical) inspections completed.</p>
Cardinal Sewer and Storm Collection System	<p>Replaced solenoid valve on generator at Adelaide Station.</p> <p>Routine rounds completed.</p> <p>Cardinal Force Main Feasibility Study tender closed on March 25. There were (2) two submissions by closing time. Staff are reviewing bids.</p> <p>Annual ESA (electrical) inspections completed.</p>

OPERATIONS – MUNICIPAL DRAINS

Dewit Richter	<p>Tender for Culvert Replacement was issued and closed on March 25. There were (8) eight submissions by closing time. A recommendation is in front of Council tonight.</p>
James Reilly Branch #2	<p>Clean-out work on this branch will be taking place in the next couple of weeks by Lloyd McMillan as per vendor of record results. They are awaiting locates.</p>

FIRE DEPARTMENT

HR	<p>SCBA and N-95 mask fit testing completed.</p>
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Training	One captain completed an MTO signing authority course. This will allow driver training and licensing to be completed in-house under the authority of the OAFCA.
	Several members attended an incident debrief at Leeds Thousand Islands for an ice rescue incident they attended last year.
	The chief attended the mutual aid meeting and learning symposium in Huntsville with Chief Bowman and Deputy Chief Paul.
	The chief and 2 captains attended confined space entry and awareness course by NATT Safety. The course was hosted by Ingredion.
	The new projectors and screen purchased with the training grant from the Fire Marshalls Public Fire Safety Council have arrived and received positive feedback from students.
Fleet	Fire department vehicles are operating well.
Fire Prevention	The fire prevention officer attended several industrial occupancies along with the CBO and building inspector.
	Follow-up is being completed with an industrial occupancy to address multiple nuisance alarm activations.
	A fire safety plan was reviewed and inspection completed at an assembly occupancy.
Facilities	The air tank on the compressor at station 1 started to leak due to corrosion. The air compressor has been replaced.
	The bunker gear washer and dryer have been installed and programmed by the vendor. They are now in service, and training will take place in the near future.
	The Crisys server reached its end of life and has been replaced with another refurbished unit from Crisys.
Other	Several members attended the EOFA meeting in Almonte.
	Planning underway for this year's firefighter appreciation dinner to be hosted on May 9 at the Drummond building.
	Members of the department participated in the chief's food drive on March 8 along with firefighters from Prescott and Augusta. Over 3000 pounds of food and \$5000 dollars in monetary donations were collected.
	Planning for the annual pancake breakfast has begun with the date being April 19.

EMERGENCY MANAGEMENT

	Nothing to report currently
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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