

CAO's ADMINISTRATIVE UPDATE TO COUNCIL

ADMINISTRATION / ECONOMIC DEVELOPMENT

Senior Management Team	Working on 2021 capital projects. Adapting response plans and activities related to COVID.
Economic Development	Township staff are working with an agent for the owner of 3209 County Rd 2 on an application for a zoning bylaw amendment to allow a Cannabis Microcultivation Facility as a permitted use. The lot is currently zoned as both Highway Commercial and Industrial Park.
Aggregate Resources Study	The Counties Planning Department is undertaking an Aggregate Resources Study. The study will help to incorporate bedrock resource mapping in the County OP and update mapping of sand and gravel resource areas. With most of the Counties aggregate resources in TWPEC, Augusta and North Grenville, TWPEC is represented on the technical steering committee by Novatech. The study is led by Meridian Planning.
Committee of Adjustment	A Minor Variance was granted for a lot on Millar Rd at the Committee of Adjustment meeting on April 22. The variance reduces the required front yard setback from 20m to 17.46m. Lockwood Brothers Construction plans to build a single detached dwelling on the lot.
Zoning Bylaw	Staff continue to work with Novatech on the public draft of the zoning bylaw. A safety plan for the open house has been prepared and reviewed by the Health Unit. The Health Unit, Novatech and Township Staff have agreed it would be appropriate to set a date and begin advertising after the stay-at-home order is lifted.
Digital Service Squad	Our Digital Service Squad Member, Justin St. Pierre, will be making a presentation to the Committee of the Whole – Community Development Committee at the next scheduled meeting on May 3.
Community Safety and Well Being Plan	A partner day was held on Friday April 23 as part of the engagement process in developing the overall plan.
Commuter Transit Pilot Project	The steering committee met on April 16. Two sub-committees were established: marketing and operations to work out more detailed logistics. A draft operational agreement will be coming forward to Council within the next month for review and approval.
SNC Tree Giveaway	The Conservation Authority has confirmed that tree giveaways can continue as scheduled during the stay-at-home order. 110 Drive-thru pickups are scheduled for residents that have ordered seedlings through SNC.
South Grenville Beacon	The bi-weekly newspaper is now in circulation and we will provide support by sending more localized ads like hydrant flushing,

	brush/leaf pick-up and emergency preparedness. Our weekly meeting schedules will remain with the Recorder & Times.
Building	The building department has issued 51 building permits to date. A Vacant and Abandoned building progress report will be coming to the Administration & Finance meeting in May.
Bylaw	The BLEO continues to complete EMCPA reporting on a weekly basis. Provincial orders continue to be monitored, with OPP responding to any requests for investigation. The local OPP detachment has not required additional assistance from the BLEO with respect to provincial order enforcement. The BLEO has been busy proactively identifying areas within the Township that require additional compliance orders to help clean up the community.
Upcoming meeting schedule Time – 6:30pm unless noted otherwise	Monday May 3 – Committee of the Whole, CDC Monday May 10 – Committee of the Whole, Admin/Finance Monday May 17– Committee of the Whole, PW/ES/F Wednesday May 19 – Port Management Committee Tuesday May 25 – Regular Council

TREASURY

Inclusive Community Grant	We received notice on April 6 that we were unsuccessful in our grant application to the Ministry for Seniors and Accessibility's Inclusive Community Grants Program. This application was to improve accessibility at the township office.
2020 FIR	The Financial Information return template has been downloaded and Treasurer has begun entering data
2020 Audit	Auditor has provided audit adjusting entries for review and posting to close off 2020 Year end. Draft statements are anticipated to be available in May.

FACILITIES/RECREATION

HR	Valerie Flay, a valued member of our recreation department since October 2010 has provided written notice of her intention to retire at the end of April. We will miss Valerie's skillset and her amazing work with the flower beds in the summer. We wish her all the best in the future.
Docks	Provided the water levels continue to rise, the docks will be installed Tuesday April 27 th Viewing platform at the Mill was installed last week
Parks	Grass cutting has started, Play structures are cleaned daily during this current lockdown All picnic tables & Garbage cans are out in various locations

Cemeteries	Staff are doing some major clean up and removal of the old fencing at the Shanly Cemetery
Training	Safe Propane handling course for all fulltime & 2 part-time staff was held on April 14. Working at heights course scheduled for May 19 and 20.

OPERATIONS – PUBLIC WORKS

Roads	Half load restrictions remain in effect. 79 half load notification signs have been installed by Staff. Staff sweeping intersections. Worked with ES to repair a catch basin on Dundas St.
	Cold patching operations have applied approximately 8 tonnes of cold patch to hardtop roads.
	Approximately 50 km of gravel roads graded and staff performing spot gravel applications as required.
	Hot mix tender closes April 29th at 4:00.
Equipment	Staff mounted water tank on T6 for annual gravel application. Minor maintenance on vehicles.
	Staff issued a request for quotation, by invitation, to seven companies for grader maintenance services. No submissions were received by closing on April 21. A report and recommendation is before Council tonight.
Roadside	Staff continue picking up roadside garbage. Staff undertaking Winter Control lawn repairs. PW worked with Counties to complete sidewalk sweeping in both Cardinal and Spencerville. Speed Pacifiers mounted along Albert St. In Johnstown. Repairing/replacing roadside signs, Removed several fallen trees along the roadways.
Drainage	Spencerville drainage engineering underway.
	Johnstown Drainage project engineering expected to start mid-May
	Ventnor Culvert CIPP project RFQ awaiting final approval of easement agreement by Council. CCTV inspection complete.
Training	Safe Propane handling course was held on April 14. Working at heights course scheduled for May 19 and 20.

OPERATIONS – ENVIRONMENTAL SERVICES

Cardinal Wastewater	Plante Electric serviced electrical panel for SBR # 1 waste sludge pump. Black & McDonald completed quarterly boiler maintenance.
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Treatment Plant	ATAD Vessel temperature sensor calibrations completed. Terrapure completed Spring biosolids removal (9 truckloads totaling 359.3 m ³ of biosolids). Replaced all power relays in SBR, ATAD and SSCP Panels. Drain, cleaned and repaired valve in UV channel.
Cardinal Water Plant	H2 Flow performed semi-annual servicing of UV Systems. Serviced communication units between Water Plant and Tower. Flushed PAC line and replaced injector quill. DWQMS offsite surveillance audit was held on April 22 nd .
Cardinal Distribution System	Removed fire hydrant markers. Flushing fire hydrants and operating main valves on-going in Cardinal. Recreation staff painting fire hydrants. Curb stop repair and private water service replacement at a County Road 2 property was scheduled for April 21 st .
Industrial Park Water System	Routine Operations.
Spencerville Wastewater System	Pre-lagoon discharge samples collected on March 27 th and 29 th . Annual Lagoon Discharge completed April 16 th . CWW flushed the Bennett Street sewer main and cleaned pumping stations.
Cardinal Sewer and Storm Collection System	Flushed and CCTV'd storm main on Dundas St West Repaired a catch basin on Dundas Street West. Responded to a sewer lateral stoppage complaint on Gill Street (Issue on private property- no corrode piping and tree roots). CWW cleaned Henry and Adelaide Street Pumping Stations.

OPERATIONS – MUNICIPAL DRAINS

Newport/CR2 Drain	Staff is working on coordinating a time for Robinson Consultants to brief Council on progress of report to date.
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FIRE DEPARTMENT

Pandemic	OFM PPE survey is now being submitted monthly. Safety supplies stock is adequate. Covid-19 screening including temperature checks being completed at fire stations for all non-emergency activities. Medical First Responders who chose to receive the Covid-19 vaccine have received their first dose. The balance of the Fire Department will be eligible for Covid-19 vaccination in stage 5 - now estimated to begin late May – early June.
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Training	Training is limited to online format and Firefighter I program only. The Firefighter I program will wrap up on May 29 with practical and cognitive testing being conducted by the OFM.
HR	Occasionally 1-2 staff have been unavailable as a precaution while they wait for covid-19 test results for family or other close contacts. Two firefighters welcomed new children in April and have been directed to focus on family priorities. Four more firefighters have children on the way this year. Renny Rayner replaced Barry Moorhouse as the Chief of the Prescott Fire Department on April 1. The Chiefs have met briefly and look forward to working together.
Facilities	Cooling system parts for the generator at station 1 are on backorder. Repair will be scheduled once parts/warm weather arrives.
Fleet	The dump chute actuator bracket on tanker 3 required replacement due to fatigue cracking around the mounting bolts. Selleck mechanical was able to fabricate a new bracket and complete the repair.
Fire Prevention	Burning restrictions were instituted County wide from April 8 – 21 due to dry spring conditions. A fire safety order was issued to a tenant. Inspection of a two-unit residence with violations corrected same day. Cause of the fire at 11 Centre St is so far undetermined but not considered suspicious. A forensic engineer is evaluating the boiler.
Grants	Items included in the covid-19 fire safety grant have been ordered.

EMERGENCY MANAGEMENT

2020 EMCPA Compliance	On March 30, we received correspondence from Emergency Management Ontario (EMO) that our submission was reviewed and determined to be compliant with the EMCPA in 2020.
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Councillors are reminded to please forward or cc sent/received email correspondence that is a municipal record to councilmail@twpec.ca