

## CAO's ADMINISTRATIVE UPDATE TO COUNCIL

### ADMINISTRATION / ECONOMIC DEVELOPMENT

Senior Management Team	Annual performance reviews will take place in July for both union and non-union personnel. We have some senior staff members taking time off over the next few weeks.
Economic Development	Staff continue working through several severance, zoning bylaw amendment and site plan control inquiries and applications.
Zoning Bylaw Review	Open house dates are being scheduled and advertised as follows: August 4 <sup>th</sup> at the Cardinal Legion from 3pm-5pm and the South Edwardsburgh Recreation Centre from 6:30pm-8:30pm August 5 <sup>th</sup> at the Municipal Office from 10am-12pm and Virtual via Zoom from 1pm-3pm
David Street Appeal	The Ontario Land Tribunal has set a virtual appeal hearing date for July 21, 2021. Our solicitor and planners will be in attendance.
Committee of Adjustment	The Committee will meet to hear an application for a minor variance at ELC Automotive on July 5 at 4pm. The purpose of this application is to allow a side yard setback of 3m for the East side of the property at 921 County Road 2, zoned as HC-9, where the minimum side yard setback is 6m. The effect of this variance would allow the owner to construct a 111.5m <sup>2</sup> (1,200ft <sup>2</sup> ) addition to the existing building.
Commuter Transit Pilot Project	The project framework is progressing well, still some details to finalize. Consultations with key employers along the route continue. Working toward providing a more detailed update and draft operating agreement between the municipalities at the July 19 PWESF meeting.
Vaccine Clinic	A vaccine clinic will be held at the Ingredion Centre on July 4 between 10am and 5pm. Appointment booking details can be found on the township website.
Building	There have been 95 building permits issued to date. 26 building permits for new residential dwellings. There are two building permit applications for new residential construction waiting for septic system approval and two renovation/additions to buildings waiting for site plan approval. Four building permits have been issued for industrial projects. The CBO indicates we have exceeded last year's total construction value and building permit fees.
Bylaw	The BLEO has been busy identifying and issuing notices within the Township that require compliance efforts, specifically focusing on clean yards and derelict vehicles. The BLEO continues to monitor provincial orders, with the OPP responding to requests for investigation. BLEO continues to complete the EMCPA reporting on a weekly basis.

Upcoming meeting schedule <b>Time – 6:30pm unless noted otherwise</b>	Monday, July 5 – Committee of Adjustment – <b>4:00pm</b> Monday, July 5 – Community Development Committee Monday, July 12 – Committee of the Whole, Admin/Finance Monday July 19 – Committee of the Whole, PW/ES/F Wednesday, July 21 – Port Management Committee Monday, July 26 – Regular Council
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## TREASURY

Professional Development	Treasurer attended virtual workshops hosted by MFOA outlining 2 new PSAS accounting standards- Asset Retirement Obligation (ARO) and Financial Instruments (FI)
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## FACILITIES/RECREATION

Pools	Both pools will open Saturday June 26 <sup>th</sup> for free public swimming. Website is updated to reflect the swimming times. All participants will be required to perform a Swim test upon first entry. Staff will keep a detailed list for the Health Unit and participants will only be required to complete this once. If the participant successfully passes, they will be required to wear a (wrist band) provided by the township to show the lifeguards that the individual is permitted in both shallow and deep end. Children under the age of 12 “not passing the test” will be required to have a competent family member in the pool with them at all times. Pool capacity will be 25 for both pools, with only 4 in the baby pool in Cardinal. We have increased the life jacket, pool noodles and other equipment to ensure adequate time to properly sanitize equipment before reuse.
	COVID-19 screening is expected to take place at both pools for the entire summer in similar fashion to the arena protocols. This can be done online or at the front gate of each pool.
Day Camp	Interest in the day camp far exceeded our ability to accommodate the over 160 applications received. First priority went to Township residents in filling the 60 available spots
Pool Staff	Staff has encountered some challenges in getting the current list of 12 lifeguard instructors in place. The Instructor training portion is completed and NLS Lifeguarding certification is in progress this week with 40 hours of instructing time required. Some mentoring of our new recruits will be required throughout the summer however upon everyone’s successful completion we should be setup well for the summer. We also have 2 former lifeguards that taught 25 years ago complete their re-certification this summer to help fill any vacant spots. Typically, we only hire 10 guards, however this year we have 5

	guards that will only work part-time as they are keeping their other current jobs.
Waterfront Canteen	Weekends continue to be the busy times
Pathway Project	Knapps Paving have completed the requirements of the tender. The project turned out well and lots of positive feedback from the residents. We will be adding some park benches, garbage cans and a couple of dog waste stands in the coming month.
Parks	Staff continue to clean up various areas along the legion park as well as Galop Canal.
Canada Day	New flags will go up this week at all locations, extra garbage cans will be placed down around the canteen and pavilion in case of extra people, I will have staff working Canada Day as well.
August Ice	Staff is working on August ice rentals and planning for a Saturday August 7 opening of the Ingridion arena

#### OPERATIONS – PUBLIC WORKS

Hot Mix Program	Contract Administrator is following up with CoCo paving on firm start date.
Gravel Maintenance program	Approximately 25.7 km of gravel added to various Township roads. Calcium Chloride application completed on all gravel roads.
Roadside Mowing	Approximately 190 lane km of Township roadside ditches mowed.
Entrance and road cross culverts	4 culverts installed this month. (2 - 40' entrance culverts and two road cross culverts on Millar Rd).
Storm/Sewer repairs	One storm lid and one sanitary lid including expanders replaced in Cardinal.
Hardtop maintenance	Approximately 8 tonne of cold patch applied to various roads in June.
Roadside weed Spraying	Roadside Weed control program completed by Counties contractor.
Spencerville Drainage	A Public information session will be scheduled and held in July
Johnstown Drainage	Kevin Hawley from GGG will update the information received on June 21 and will plan to return to the July PW/ES/F meeting with updated drawings and schedule.
Township Signage	Various missing and damaged signs were replaced by Staff. Annual Road sign retro-reflectivity inspections were completed by Advantage Data Collection.
Equipment	Brush Head ordered for excavator with expected delivery date in early July.
Transfer Station	1 load of tires (approximately 400) picked up from the Scott Road Transfer Site and a second load is scheduled for pick-up July 18 <sup>th</sup> .

	10 "No Dumping Signs", installed around the perimeter of the Transfer Site as recommended by Jp2g.
Sidewalks	Sidewalks inspection for Cardinal and Spencerville scheduled for June 29 <sup>th</sup> and 30 <sup>th</sup> .
Miscellaneous	Tim Allen's Tree service evaluated trees at 3 locations and trees removed from 2 of those locations.

## OPERATIONS – ENVIRONMENTAL SERVICES

Cardinal Waste Water Treatment Plant	Bearings replaced on primary compressor and back-up unit serviced. Bio-humidification Tank cleaned and exterior doors painted. Routine operations
Cardinal Water Treatment Plant	Water supply tank to Zebra chlorine and Raw Turbidity Analyzer were serviced. Chlorine Day Tank Totalizer serviced. Routine Operations.
Cardinal Distribution System	Curb-stop bleeder line for the Cardinal Canteen was repaired. Distribution Valve boxes cleaned. Hydrant flushing completed.
Industrial Park Water	Hydrant Flushing completed. Recreation staff painted Fire Hydrants. Routine Operations.
Windmill Pump Station	Replaced two batteries in Falcon Security Radio System. Greenfield Ethanol completed annual spring shut-down. Routine Operations
Spencerville Waste Water System	Removed cattails around influent pipe in north cell. Pulled and unplugged pump at Pump station #1(rags). Installed amp meter display in control panels at pump stations 1&2. Routine Operations.
Cardinal Sewer and Storm Collection System	Rideau St. Lawrence repaired Hydro Line on transformer at the Henry St. Pump Station. Pulled and removed blockage from pump in Henry St. Pump Station. Flushing of Storm and Sewer mains. Responded to two sewer lateral back-up complaints.

## OPERATIONS – MUNICIPAL DRAINS

Ferguson Drain	The Township has received a request for maintenance work to be performed on the drain. A report will be coming to the July PWESF meeting.
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## FIRE DEPARTMENT

Pandemic	OFM PPE survey being submitted monthly. PPE supplies are adequate. Received a supply of 3M 1870+ N95 masks being produced at the Brockville plant. 44 members have now been fit tested on the new mask with a 100% success rate. This will be the standard N95 mask used by the fire department moving forward. Existing stock of masks has been made available to other TWP departments.
Training	Training has been limited to the 10 new recruits to bring them up to speed. It is anticipated that they will be issued pagers and instructed to respond to the station for emergency calls in the near future. A learning contract with the fire college is being developed to deliver another firefighter 1 course with our own instructors in 2022.
HR	The fire chief has been appointed as an alternate fire coordinator for Leeds & Grenville. The fire coordinator is responsible to establish and maintain the County mutual aid plan, coordinate assistance when requested, communicate with the PEOC and other duties assigned by the OFM. The County coordinator is Chief Granahan in Rideau lakes and the other alternate is Chief Howard in Gananoque.
Facilities	Landscaping has been updated at station 1 with new shrubs, flowers and river rock. The back-up generator at station 1 is still out of service. The radiator has been rebuilt, new water pump and belts installed however we are waiting on 2 hoses for the cooling system to arrive to complete the repair.
Fleet	The Dodge Ram ordered to replace Truck 8 has been upgraded to a 2022 model however no ETA is available from the manufacturer. The parade truck was inspected at Predator Automotive with no safety issues being identified.
Fire Prevention	Facility visits are currently being focused in the Johnstown area. A site visit to Greenfield Ethanol with Prescott fire officials is being coordinated. Ongoing enforcement continues as issues arise.

## EMERGENCY MANAGEMENT

Roadmap to Reopen	The Ontario government is moving the province into Step Two of its Roadmap to Reopen at 12:01 a.m. on Wednesday, June 30, 2021.
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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](mailto:councilmail@twpec.ca)