

## CAO's ADMINISTRATIVE UPDATE TO COUNCIL

### ADMINISTRATION / ECONOMIC DEVELOPMENT

Senior Management Team	Working with CityWide on the addition of the citizen request portal on the new website and modifications and improvements to internal controls for tracking of service requests and work orders.
HR	We are pleased to welcome Candise Newcombe to the Administration Department as the Deputy Clerk. Candise has previous office and customer service experience and is already half way through the AMCTO Municipal Administration Program, which is comprised of 4 units.
	I will be away from the office May 26 to June 1. Points of contact during my absence will be the Treasurer or Clerk.
Economic Development	Staff are working through several severance, zoning bylaw amendment and site plan control inquiries and applications.
Committee of Adjustment	The Township has received an application for a Minor Variance at the corner of McNeilly Rd and County Rd 44. The application requests a variance to allow an accessory building 1.5m taller than permitted in the Rural zone in order to construct a garage that could store a Recreation Vehicle. Note that the requested height is still under the maximum height for the main dwelling. The Public Hearing with the Committee of Adjustment is scheduled for June 9 <sup>th</sup> at 4:00pm.
Zoning Bylaw	Staff continue to work closely with Novatech on supporting documents to the draft new Zoning Bylaw. We anticipate the draft will be available on our website the week of May 25 <sup>th</sup> . The Open House meeting will be scheduled once the stay-at-home order is lifted. An online feedback form is already available on our website to accept early comments.
New Website	We are pleased with the soft launch of twpec.ca, we are working through some issues with Moneris regarding online payments. We look forward to advertising the new website once this item has been resolved.
Municipal Office Internet	Staff are working on options to improve internet speeds and connectivity and will bring a report to the June PW/ES/Facilities meeting.
Counties-wide Aggregate Resources Master Plan	The United Counties of Leeds and Grenville is hosting a virtual open house on Monday, May 31, 2021, starting at 6:00 p.m. with a presentation by their consulting team, Meridian Planning. The purpose of the open house is to provide an update on work done so far and seek input about the next steps.
Commuter Transit Pilot Project	The marketing and operations subcommittees are progressing well in building the project framework. Consultations with key employers on the route are taking place. A draft operating agreement between the municipalities will come forward at the June 14 A&F meeting.

OPP Detachment Board Proposal	North Grenville has taken the lead in the preparation of a background report and draft proposal in support of the new detachment board model for our area. The proposal would be three boards; 1. North Grenville, 2. Prescott 3. Townships of Augusta, Merrickville-Wolford & Edwardsburgh Cardinal. The draft proposal will be presented to the Mayors group for review and comment later this week. The proposal will come to the June 14 A&F meeting for endorsement. The original proposal timeline submission was June 7 however SOLGEN has granted an extension request until June 28 <sup>th</sup> .
Building	Department has received 83 applications to date. Six are waiting for site plan approval or septic system permits. We have issued 77 Building permits, for comparison, we did not reach this number until August in 2020. There are 26 new housing developments started.
Bylaw	The BLEO has been busy identifying areas within the Township that require compliance efforts, specifically focusing on clean yards and derelict vehicles. The BLEO continue 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 June 7 – Committee of the Whole, CDC Wednesday June 9 – Committee of Adjustment <b>4pm</b> Monday June 14 – Committee of the Whole, Admin/Finance Wednesday June 16 – Port Management Committee Monday June 21– Committee of the Whole, PW/ES/F Tuesday June 28 – Regular Council

## TREASURY

2020 FIR	Treasurer has completed and submitted the 2020 FIR to the Province before the May 31 <sup>st</sup> deadline
2021 Federal Gas Tax	Staff received notification from AMO that the annual grant funding will be received shortly in a lump sum instead of 2 payments as in prior years
Professional Development	Treasurer will be attending 4 virtual workshops hosted by MFOA that will outline 2 new PSAS accounting standards- Asset Retirement Obligation (ARO) and Financial Instruments (FI)

## FACILITIES/RECREATION

Cemetery Work	Staff completed brush cleaning at the Shanly, Adams, & North Channel Cemeteries. At the North Channel property, staff had Tim Allen Tree Service in to cut down 6 large trees that were impacting the hydro lines.
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Hanging Baskets	The flower baskets will be put up this week, including the bridge in Spencerville and the planting of the flower beds in Cardinal
Cardinal Pool	Staff have started the preparation of opening up the pool, this will include draining and a thorough cleaning. Health Unit inspection planned for the week of June 7 <sup>th</sup>
Staff Training	Staff completed their "Working from Heights Training" last week
Canteen	Staff are preparing the canteen for opening on June 11 <sup>th</sup>
Swimming Lessons	Instructor secured for the last 2 weeks of June to certify our current lifeguards with their Royal Life Saving Society Instructors and NLS Life Guarding requirements. Staff is just finalizing the cost of the course. This would allow us to run swimming lessons at both pools.
Summer Day Camps	We will be ready to operate the summer day camp program.
SNC/TWPEC Free Tree Day	A Drive-Thru Free Tree Day was held at the Ingredion Centre on May 1 <sup>st</sup> . Township Staff gave away almost 150 bundles of free trees and shrubs to TWPEC residents that registered with the South Nation Conservation Authority.

## OPERATIONS – PUBLIC WORKS

Hot Mix Project	The contractor is scheduled to begin work by the end of June.
MTO	Staff working with MTO on a couple of title clean-up matters related to unopened road allowances between Rooney Rd and Hwy 401. This arose from legal survey work being undertaken by MTO.
Staff Training	Staff completed their "Working from Heights Training" last week.
Bridges	Washing and Cleaning of decks
Signs	Half load signage removed.
Entrances	Two entrance culverts installed on Albert Street
Equipment	Annual chain fall inspections completed.
Brush and Leaf Pickup	Brush and leaf pick up was completed on May 4 and 18 in Cardinal and on May 6 and 20 in Spencerville, Johnstown and New Wexford
Gravel Maintenance	Schedule being coordinated and finalized. Work anticipated to begin in the next couple of weeks.
Roadside Spraying Program	The UCLG rural roadside weed control spraying program will run between May 25 and June 25. The Counties have hired Wagar and Corput Weed Control Inc to perform the spraying. The spraying will be focused in the northern portion of the Township. A notice is advertised on our website.
Spencerville Drainage	Greer Galloway is here tonight to present preliminary design and cost estimates.
Johnstown Drainage	Greer Galloway is working on preliminary design and cost estimates for outlet work.

## OPERATIONS – ENVIRONMENTAL SERVICES

Cardinal Wastewater Treatment Plant	Dundee Marine completed outfall inspection and removal of sediment build up. Serviced solenoid valve on generator. ESA completed annual inspection. Replaced mechanical seal in Seepex sludge pump. Repaired compressor.
Cardinal Water Plant	DWQMS surveillance audit successfully completed. Dundee Marine completed annual intake inspection, replaced sparger and removed sediment build up. Semi-annual cleaning and inspection of basket screens completed. ESA completed annual inspection. Switched to Zebra Mussel chlorination for summer.
Cardinal Distribution System	Stelem repaired and serviced three fire hydrants in Cardinal. Repaired a curb stop on a County Road 2 property. Hydrant flushing and valve operation on going. Annual service and inspection of portable backflow preventors completed.
Industrial Park Water System	DWQMS surveillance audit successfully completed.
Windmill Pumping Station	Dundee Marine completed annual intake inspection and cleaning. ESA completed annual inspection. Placed Zebra Chlorination System online for summer.
Spencerville Wastewater System	Nuisance Wildlife Control completed spring Muskrat control around Spencerville Lagoons. ESA completed annual inspection (addressed minor defects-conduit and plug repair). Repaired float at Station # 1 Pumps pulled, cleaned and check valves serviced at Station # 3
Cardinal Sewer and Storm Collection System	A backup high-level float and alarm communicator were installed and a pump replaced at Adelaide Pumping Station. Xylem and Environmental Services replaced pump at the Adelaide Station Check valve seals replaced and wet well cleaned at the Flett Street Station. ESA completed annual inspections at pump stations

## OPERATIONS – MUNICIPAL DRAINS

County Rd 2 / Newport Drain	Robinson Consultants is here tonight to provide Council with an update on the project.
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## FIRE DEPARTMENT

Pandemic	OFM PPE survey being submitted monthly. PPE supplies are adequate. Received a supply of 3M N95 masks being produced at the Brockville plant. 29 members have been fit tested with the new mask with a 100% success rate. Additional testing is scheduled next week. The province has a 5-year contract with 3M to supply the N95 masks and are giving them to fire departments free for 1 year.
Training	Participants in the firefighter 1 program attended the training center in Lyndhurst on Saturday May 22 for live fire evolutions. The program is scheduled to wrap up with the exam and skills testing at station 1 on May 29. Five members have been registered for an NFPA pump operations course at the regional training center in September. The Officers will be meeting in June to develop a training plan for the balance of the year.
HR	There have been occasions where 1-2 staff have been unavailable as they wait for Covid test results for family members. To date, this has not affected our response capability.
Facilities	Generator parts have arrived and the repair will be scheduled in the next few weeks. The bore hole at the old rink site in Cardinal has been re-sampled. The second sample has confirmed the presence of hydrocarbons. Next steps will be additional test holes in that immediate area.
Fleet	Rescue 1 was diagnosed with a leak in the cab AC system. A new hose was installed under the manufacturer's warranty. A Dodge Ram has been ordered from Beattie Dodge in Brockville to replace T8. A delivery date cannot be confirmed at this time.
Fire Prevention	All of the gas stations were inspected in April with no major concerns being identified. Ongoing enforcement continues as issues arise. A site visit to LGP Energy with Chief Rayner was completed.
Grants	The 2 laptops purchased with the Covid-19 fire safety grant have arrived. The tablet recently arrived at Crisys and is currently being set up.

## EMERGENCY MANAGEMENT

Preparedness Week	Excellent social media campaign completed during the week of May 2 to May 8.
Municipal Public Health Update	Attend weekly municipal updates held by the LGL health unit

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)