

CAO's ADMINISTRATIVE UPDATE TO COUNCIL

ADMINISTRATION / ECONOMIC DEVELOPMENT

Senior Management Team	Finishing up our project with CityWide on modifications and improvements to internal controls for tracking of service requests and work orders. I will be away from the office for the next two weeks.
Economic Development	Staff are working through several severance, zoning bylaw amendment and site plan control inquiries and applications
Digital Service Squad Grant Program	The Digital Service Squad grant program is now complete and Digital Main Street is accepting applications for the next round of funding. Staff have provided a letter of support to continue working with the Town of Prescott and Augusta Township in offering this service to South Grenville Businesses and an application has been submitted by the Town of Prescott. There is no cost to the Township and the squad will help local businesses access a \$2,500 Digital Transformation Grant and website services through the ShopHERE program.
Job Site Challenge	We filed our submission to the site selector (Newmark) on July 23.
ICIP Green Stream Intake	The second intake of funding under the Green stream of the Investing in Canada Infrastructure Program (ICIP) opened on July 13, 2021 with a deadline of September 9, 2021 to submit. This intake will focus on drinking water projects. Staff will prepare a submission for the County Rd 2 water/sewer project in Cardinal.
OPP Detachment Board	The Grenville proposal was submitted to the Solicitor General. We have not received any additional follow up at this time.
Building	Applications for building permits remain at a higher volume than normal.
Bylaw	BLEO continues to identify and issue violation notices within the Township for properties that require compliance measures, specifically focusing on clean yards. The BLEO continues to monitor and gather additional information for various cases awaiting trial. The EMCPA reporting continues to be completed on a weekly basis as the Province updates restrictions in accordance with Stage 3 reopening efforts.
Upcoming meeting schedule Time – 6:30pm unless noted otherwise	Thursday July 29 – Public meeting ZBA David St – Spencerville Fire Station – 6pm Tuesday August 3 – Committee of the Whole, CDC Wednesday August 4 – ZBL Open House Cardinal Legion 3-5pm Wednesday August 4 – ZBL Open House South Ed Centre 6:30-8:30pm Thursday August 5 – ZBL Open House Council Chambers 10am-12pm

	<p>Thursday August 5 – ZBL Open House Virtual 1-3pm</p> <p>Monday August 9 – Committee of the Whole, Admin/Finance</p> <p>Monday August 16– Committee of the Whole, PW/ES/F</p> <p>Wednesday August 18 – Port Management Committee</p> <p>Monday August 23 – Regular Council</p>
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TREASURY

RBC Banking Agreement	Treasurer will be bringing the renewal of the banking services agreement with RBC to the August Admin & Finance Committee meeting
2021 Final Tax Bills	Staff will be mailing final tax bills out the 1 st week of August with a due date of August 31, 2021
Postage Machine	The current leased postage machine is almost 10 years old. Staff is investigating options to upgrade machine.

FACILITIES/RECREATION

Day Camp	First session was a great success, staff had an excellent program in place, and received positive feedback from the kids and parents.
Swimming Program	Registration for swimming lessons was well received this summer, The public have been very receptive to the ongoing Covid-19 protocols in place at both pools. Public swimming and Adult Aqua Fit class numbers have been good.
Canteen	Canteen operations are steady and consistent to last year; payment method options have been expanded with the use a Debit Machine.
Ingredion Arena	Arena will open on August 7 th for rentals, staff are just finalizing the first 6 weeks of programs with the user groups and organizations. Staff will start flooding on July 28. The walking track will open for normal hours on August 7 th as well.
Waterfront Walkway	Paving is completed, park benches are being installed this week along with some new garbage can receptacles.
Staffing	8 Full time Facility Operators and 28 Parttime staff have done an excellent job this summer getting our facilities ready for the public, a special thanks to everyone for their hard work.

OPERATIONS – PUBLIC WORKS

Hot Mix Program	Scheduled to begin July 28 and completed by August 31.
Roadside Mowing	Staff are working on second pass. Approximately 35 km of roads completed in July.
Roadside Weed Spraying	Spot spraying of isolated areas of concern were undertaken by the contractor.

Drainage	We had 10 Residents attend the Spencerville drainage open house on July 20. Partially completed detailed drawings and an overview of the project scope were reviewed. Some helpful feedback was provided. Staff replaced a cross culvert under Pittston Road and did some minor ditching to improve drainage of the south road ditch.
Training	PW staff completed the second unit, (Practical), of grader training provided by ProTech Safety.
Equipment	Staff will be assisting South Dundas Twp utilizing our High Hoe to replace two large road cross culverts. Scheduled for July 27-28
New Transfer Station Capital project	Documentation has been signed and fee paid for the new Transfer Station ECA submission to the MECP.
Hardtop Maintenance	Approximately 16 Tonnes of cold patch applied on various roads in July.
Miscellaneous	Staff quickly attended and remediated multiple trees and limbs that were impacting roads after a couple weather events passed through our area Staff installed wooden docks near Cardinal Legion. Garbage clean-up along Township roadways continues.

OPERATIONS – ENVIRONMENTAL SERVICES

Cardinal Wastewater Treatment Plant	Install air valve regulator on Vessel 2 and temperature display unit in ATAD panel. Morrisburg Plumbing inspected air conditioning units. Drain SBR # 1 to investigate Waste Activated Sludge pump issue. Pipework repaired. Installed amp meter display panels for SBR Waste Sludge pumps. Installed backflush switches for waste activated sludge pumps in SBR panel. Annual replacement of SBR blower air filters completed.
Cardinal Water Plant	Pulled and cleaned post chlorine injector. HACH scheduled to perform annual lab equipment calibrations on July 29 th . Routine operations and maintenance.
Cardinal Distribution System	Dead end hydrant flushing ongoing. Routine operations.
Industrial Park Water System	Pumped groundwater out of water main air relief chambers. Routine operations.
Windmill Pumping Station	Repaired and added photo cell to exterior light at Windmill Station. Pumped groundwater out of water main valve chamber.

	Pre-engineering meeting completed for pump upgrades at Windmill Station.
Spencerville Wastewater System	Completed installation of pump amp meter display panels in Pumping Station 2 and 3. Grass cutting completed around Spencerville Lagoons. Serviced check valves in alum pumps at Spencerville Lagoons. Pulled plugged pump at Spencerville Pumping Station # 1 (rags).
Cardinal Sewer and Storm Collection System	Responded to a sewer lateral stoppage complaint on County Road 2. Routine operations.

OPERATIONS – MUNICIPAL DRAINS

Barkley Drain	South Dundas has invoiced the Township for maintenance work on the drain. A bylaw to outline the billing will be drafted for the August council meeting
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FIRE DEPARTMENT

Pandemic	OFM PPE survey being submitted monthly. PPE supplies are adequate. We continue to utilize masks and physical distancing as much as possible. Vast majority of the department have received 2 vaccine doses.
Training	Ten new recruits have been issued pagers and have begun responding. Training plans in development for the balance of the year. Two officers and Chief are submitting applications to become adjunct instructors for the OFC to teach select NFPA certification courses. Working on 2022 course schedule to continue with NFPA certification for members. Five members are enrolled in NFPA 1002 Pumper Operations course at Lyndhurst.
HR	Interviews scheduled for probationary members hired in 2020. Their probationary period was extended due to inactivity during the pandemic.
Facilities	Station 1 back-up generator repair has been completed. As per discussion at COW, additional monitoring wells and sampling have been requested from St Lawrence Testing at the proposed station 2 site at a cost of \$4,800. With \$2,571.66 remaining in the capital budget, an anticipated shortfall of \$2,228.34 will be offset by the additional surplus in revenue from MTO calls.
Fleet	Pump testing has been scheduled for all units on September 16. Annual CVOR inspections and maintenance will begin next month. Semi-annual hose testing is TBD.

Fire Prevention	Fire Inspector John Henry continues to conduct proactive inspections as time allows. Chief is continuing to complete complaint and request inspections and dealing with ongoing enforcement issues. The mobile CriSys terminal (tablet) purchased with the fire safety grant has arrived and training will be completed in the near future.
Other	New recruits have been sized and station uniforms are ordered. Bunker gear will be ordered, as per our replacement schedule for select individuals in the coming weeks. Pandemic related delivery delays are anticipated for both.

EMERGENCY MANAGEMENT

Roadmap to Reopening	The Ontario government moved the province into Step Three of its Roadmap to Reopen at 12:01 a.m. on July 16, 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