

**CAO's ADMINISTRATIVE UPDATE TO COUNCIL**

ADMINISTRATION / ECONOMIC DEVELOPMENT

Senior Management Team	Review and development of departmental priority projects and work plans for the upcoming year.
Planning & Economic Development	Staff continue to respond to a higher volume of planning inquiries and applications. Zoning bylaw open houses held in early August were well attended. There have been 64 feedback forms received.
Digital Service Squad Grant Program	The Digital Main Street application submitted by the Town of Prescott that included our letter of support was approved for funding in the amount of \$29,718.
Job Site Challenge	Additional supporting information was provided to the site selector (Newmark) on August 20.
2021 ICIP Green Stream	A resolution confirming priority status and supporting application submission on or before September 9 is before Council tonight.
Building	127 building permits have been issued to date.
Bylaw	The BLEO continues to address and issue violation notices and orders within the Township for properties that require compliance measures, specifically on clean yards and derelict vehicles. The BLE department has received notification that certain outstanding summons have been selected for their first appearance in court during the month of September, so long as there are not additional delays due to COVID restrictions. The BLEO continues to complete weekly reports under the EMCPA guidelines under the current provincial opening stage.
Upcoming meeting schedule <b>Time – 6:30pm unless noted otherwise</b>	Tuesday September 7 – Committee of the Whole, CDC Monday September 13 – Committee of the Whole, Admin/Finance Wednesday September 15 – Port Management Committee Monday September 20– Committee of the Whole, PW/ES/F Monday September 27 – Regular Council

TREASURY

REDS Grant Reporting	Treasurer submitted the final report and claim form for the Waterfront Project- Phase 1 as per the funding agreement. Project completed June 30, 2021 as scheduled
Tax Assessment	A valuation staff member from MPAC visited the office to review plans for completed permits in order to add assessment.
2022 Budget	Preliminary work has started in the development of the 2022 budget

FACILITIES/RECREATION

Day Camp	Camp ended on Friday August 20. We had 60 kids attend over the 3 sessions and received positive feedback that the kids had a great time
Pools	Lessons ended on Friday August 20 <sup>th</sup> as well, Pools will remain opening for public swimming daily until Sunday August 29 <sup>th</sup> from 12 noon – 6 pm
Legion Way	Parking lot paving has been completed
Cardinal Pavilion	Replacement light pole installed with 2 new lights to have the horseshoe area lit up, there will be a timer switch installed on it. System will be ready by the end of the week
Ingredion Arena	Arena has been open now for 2 weeks, Covid protocols are still in place, we are allowing 80 parents in per rental which has made it busier for our staff.
Covid Clinic	Staff are working with the Health Unit on finalizing dates for the potential of operating a monthly vaccine clinic out of the meeting room at the Ingredion Arena. The vaccine clinic held on August 9 was very successful.

#### OPERATIONS – PUBLIC WORKS

Hot Mix Program	Coco Paving has provided a revised schedule that would see all physical work completed by September 3.
Roadside Mowing	Approximately 28 lane km of roadside mowed in August.
Drainage	Staff installed 5 Residential culverts and one 1200mm (48”) cross culvert, (Cedar Grove).
Hardtop Maintenance	-Approximately 5-7 Tonne of Cold patch applied. -UCLG sent notification that the Crack Seal contractor will be unable to undertake the program this year due to Staff shortages.
Equipment	Brush Head back at Vendors for second fitting.
Winter Maintenance	Request for Tenders issued for Spencerville Sidewalk and Township Parking Lot Plowing; and Winter Sand. Submissions are to be received by 4:00pm on September 7 <sup>th</sup>
Miscellaneous	-Staff worked with Recreation employees to remove several large trees including the dead maple along Legion Way, Two trees in Johnstown and one on the Edge of the Canal in Cardinal next to 305 Walter. -Staff utilized the sidewalk unit with sweeping attachment to clean the new Riverfront walking path, (2 Passes). -19 of 21 (91%) new service requests completed in August,

#### OPERATIONS – ENVIRONMENTAL SERVICES

Cardinal Wastewater Treatment Plant	Rotary lobe pump control panel serviced and replacement of fabric belt and bearings on Gravity Belt Thickener Routine operations and maintenance.
Cardinal Water Plant	HACH completed annual servicing of lab equipment and Falcon Security completed annual fire alarm system maintenance.
Cardinal Distribution System	Routine hydrant flushing at end points. Serviced a curb stop at a property on Flett Street. Lowered a curb stop at a property on Dundas Street.
Industrial Park Water System	Routine operations.
Windmill Pumping Station	Battery backup UPS system on SCADA serviced. Routine operations.
Spencerville Wastewater System	Serviced pump at Station # 1 to reduce plugging up issue. Removed blockage from pump in Station # 2 and placed back online. Routine operations.
Cardinal Sewer and Storm Collection System	Routine operations. Updated Cardinal Wastewater Collection System atlas. Developing a storm water main atlas for Cardinal (in progress).

#### OPERATIONS – MUNICIPAL DRAINS

Barkley Drain	A bylaw is before Council tonight that outlines the billing for maintenance work performed on this drain.
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#### FIRE DEPARTMENT

Pandemic	Monthly OFM PPE survey is no longer required. Fire departments have been instructed to contact their OFM advisor for assistance with any PPE procurement issues. The OFM will be supplying additional hand sanitizer to fire departments from the Provincial stockpile.
Training	Five members will be completing NFPA 1002 Pumper Operations course at our regional training center Sept 3-5, 11-12. Captain Bruce and Chief have recently been approved by the OFC as Adjunct Instructors to teach NFPA 1002 Pumper Operations. Driver training/licensing ongoing for select members.
HR	One-year interviews for members hired in 2020 have been completed

Facilities	St. Lawrence Testing has been instructed to move forward with the additional test holes and report for station 2 project.
Fleet	Annual service and safety inspections have started and will be completed over the next 4 weeks. The Dodge Ram ordered to replace Truck 8 has been moved up to a 2022 model while maintaining the 2021 price. It is in the sequence to be built however due to the microchip shortage an eta is not available.
Fire Prevention	Fire Prevention Week runs October 3 – 9. This year’s Fire Prevention Week theme, “Learn the Sounds of Fire Safety,” puts the focus on educating children and adults about smoke and carbon monoxide (CO) alarms, their necessity, and how the sounds they make help save lives. A virtual training session on the CriSys fire inspection module was completed with John Henry, Vicki and the Chief in attendance.
Other	Semi-annual fire hose testing was completed Bunker gear has been ordered. The pandemic has caused extended production times. We were able to achieve some savings and avoid a price increase by ordering next year’s gear at the same time.

#### EMERGENCY MANAGEMENT

2021 Annual Exercise	OFMEM advised on August 5 <sup>th</sup> that the annual exercise will remain a requirement for 2021 compliance.
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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)