

## CAO's ADMINISTRATIVE UPDATE TO COUNCIL

### ADMINISTRATION / ECONOMIC DEVELOPMENT

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| Senior Management Team            | Working on 2022 capital projects and updating 5-year capital plan. Development of vaccination policy.   |
| Digital Service Squad             | The South Grenville Digital Service Squad Member, Elizabeth Lawless, is off to a great start in her first month onboard. As of September 17 <sup>th</sup> , 43 Businesses have been engaged (17 in TWPEC) and 27 have started their Digital Assessment with the Digital Main Street Program (7 in TWPEC). Ten have completed a pre-approval submission for the Digital Transformation Grant (5 in TWPEC).   |
| OLT Appeal – David Street         | An appeal has been made to the Ontario Land Tribunal in regards to Council's decision on the zoning amendment for 32 David St. Staff are working to file the necessary documents to the Tribunal.   |
| OLT Appeal – Dissolve Ward System | An appeal has been made to the Ontario Land Tribunal in regards to dissolving the Ward system. All required documents have been submitted to the Tribunal.  |
| Zoning Bylaw Review               | The draft zoning bylaw was circulated to the prescribed agencies/partners and feedback was requested by September 30 <sup>th</sup> . Novatech is reviewing all feedback, including comments from the open house meeting, and preparing a draft for Committee review. This is tentatively scheduled for the November CDC meeting.  |
| Meadowlands North                 | A public meeting was held on September 16 <sup>th</sup> to hear comments on the proposed Meadowlands North subdivision revisions and zoning amendment. The applicant indicates that a follow up report is being prepared and Novatech is reviewing all comments received to date. Staff anticipate that this will be on CDC's agenda on October 4 <sup>th</sup> .   |
| Edwardsburgh Developments         | A request has been made for minor revisions to the approved draft plan for the Edwardsburgh Developments subdivision, on Shanly Rd in Cardinal. Staff and Novatech are working on a report to CDC for October 4 <sup>th</sup> .   |
| Committee of Adjustment           | The Committee of Adjustments will meet on October 6 <sup>th</sup> to review an application for Minor Variance on South Street in Spencerville. This is a requested condition of severance application B-80-21.  |
| Commuter Transit Pilot Project    | With only a few weeks in operation, the River Route has an average ridership of 9 riders per day. The goal for sustainability is 25 riders per day. The Marketing subcommittee is working to gather more specific feedback on frequently used stops, timing, and what the public is using this transportation for. With a few more weeks in service, changes in the route could be made based on these findings. River Route has been advertised through each participating Township's social media channels, and the Town of |

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|  | Prescott has purchased additional advertising through radio and newspaper.  |
| Job Site Challenge   | Representatives from Newmark and Ministry of Economic Development, Job Creation and Trade will be conducting a site visit on October 7. Final arrangements and schedule is in progress.   |
| Building   | 142 building permits have been issued to date.  |
| Bylaw  | The BLEO continues to address, educate, and issue notices and orders within the Township for properties that require compliance with various bylaws, focusing on clean yards, animal control, and derelict vehicles. BLEO attended 3 virtual first court appearances in September. BLEO continues to complete the weekly reports under the EMCPA and ongoing changes with provincial regulations. |
| Upcoming meeting schedule<br><b>Time – 6:30pm unless noted otherwise</b> | Monday, October 4 – Community Development Committee<br>Wednesday October 6 – Committee of Adjustment <b>4pm</b><br>Tuesday, October 12 – Committee of the Whole, Admin/Finance<br>Monday October 18– Committee of the Whole, PW/ES/F<br>Wednesday, October 20 – Port Management Committee<br>Monday, October 25 – Regular Council   |

## TREASURY

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| ICIP COVID agreement | The Transfer Payment Agreement is before Council tonight. Once a fully executed agreement is in-place, the Treasurer will be able to submit a progress and claim report for the phase 2 pathway work. |
| MPAC webinar         | Treasurer participated in a MPAC webinar on the policy paper related to the introduction of a small business property tax subclass. Further discussions will be held with the UCLG treasurer group    |

## FACILITIES/RECREATION

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| OTF Application         | Staff is submitting a grant application to Ontario Trillium Fund to upgrade the tennis courts in Johnstown and Cardinal to multi-purpose surface. Deadline is Sept 29th                              |
| Remembrance Day Banners | 5 banners placed in Cardinal, 2 at the cenotaph & 3 down around Legion, In Spencerville we added two near the Townhall and 3 on poles near the Legion. They will remain up till the end of November. |
| Staffing                | New hires have started and will continue to train alongside current staff. Part-time staff training continues with new hires as well.  |
| Spencerville Arena      | Ice plant turned on September 20 <sup>th</sup> , and operations are on schedule to open on October 2 <sup>nd</sup> .   |
| Public Skating          | Friday nights in Cardinal from 6pm-7:30 pm and on Sundays in Spencerville from 2pm- 3:30PM. This is a ½ hour longer than normal based on good participant turnout.                                   |

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| Flower Baskets | All baskets were removed last week, the Mega Flower bed and other areas will be cleaned up this week coming. |
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## OPERATIONS – PUBLIC WORKS

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| Hot Mix Program  | Hot mix program was completed.  |
| Equipment        | Final fitting for the Brush head to the High-hoe is complete. The unit has been put into service and working well.  |
| Tenders and RFQs | Sidewalk and Parking lot plowing are complete and before Council tonight. Winter sand supply and hardtop patching were awarded at a Special Council Meeting on September 20 <sup>th</sup> .   |
| Transfer Site    | Two full loads of Tires were removed from the Scott Road Transfer site this month by Trillium Environmental.<br>Jp2g, the Township's landfill site consultant, has submitted an ECA application for the new Scott Road Transfer Site. |
| Line Painting    | Staff have secured paint and line painting is currently underway in Cardinal.   |
| Drainage         | Johnstown Drainage Public Consultation Meeting was held on September 23 <sup>rd</sup> at the South Edwardsburgh Community Centre.   |
|                  | The Spencerville Drainage Project received South Nation Conservation approval and the MECP ECA application review is in progress.   |
| Sidewalks        | Safesidewalks Canada has completed the sidewalk inspections and report is under review.   |

## OPERATIONS – ENVIRONMENTAL SERVICES

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| County Rd. 2 Project                | The ICIP Green stream application has been submitted. The County Road 2 Tender for engineering services and contract administration was issued September 14 <sup>th</sup> and closes October 5 <sup>th</sup> .                                    |
| Cardinal Wastewater Treatment Plant | GAL completed semi-annual servicing of generator.<br>Brockville Fire Protection completed fire extinguisher inspections.<br>Black & McDonald completed quarterly boiler service.<br>Terrapure completed semi-annual biosolids removal.            |
| Cardinal Water Plant                | GAL completed semi-annual servicing of generator.<br>Replaced chlorine transfer pump.<br>Brockville Fire Protection completed fire extinguisher inspections.<br>Annual management review for DWQMS completed.<br>Bell Canada repaired phone line. |

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| Cardinal Distribution System               | Fall hydrant flushing (ongoing)<br>Falcon Security replaced communicator at the Cardinal Water Tower.   |
| Industrial Park Water System               | Annual fire system flow testing successfully completed at Giant Tiger.<br>Annual management review for DWQMS completed.   |
| Windmill Pumping Station                   | Falcon system replaced communicator.<br>Installed sump pump in pipework chamber.<br>Held on site engineering meetings for pump upgrade work.  |
| Spencerville Wastewater System             | GAL completed semi-annual servicing of generator.<br>Remove and unplug pumps at Spencerville Pumping Station # 2.<br>Brockville Fire Protection completed fire extinguisher inspections.  |
| Cardinal Sewer and Storm Collection System | GAL completed semi-annual servicing of generator.<br>Repair sewer manhole on Reid Street.<br>Replaced battery on Generator at Adelaide St Pumping Station.<br>Brockville Fire Protection completed fire extinguisher inspections.<br>Mapping out storm main system in Cardinal. |

#### OPERATIONS – MUNICIPAL DRAINS

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| Ferguson Drain | A request has been made to an engineer under section 65 of the Drainage Act to apportion the assessment of severances that have occurred since the final revision of engineer's assessment. |
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#### FIRE DEPARTMENT

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| Pandemic | We continue to conduct screening/temp checks for non-emergency events, social distance and mask use as much as reasonably possible. No Covid-19 cases have been reported in the FD this year.   |
| Training | Five members with some daytime availability completed NFPA 1002 Pumper Operations course through the Leeds 1000 Islands regional training center. Captain Bruce and Chief participated and are now OFC Adjunct Instructors for the program.<br>Four members recertified on First-Aid.<br>Limited in person training has resumed in small groups |
| HR       | Received the resignations of senior members Ralph Dukelow (59 years) and Dan Connelly (17 years).<br>This year's Women's firefighter bootcamp has been cancelled due to a lack of applications.   |

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| Fleet           | All large apparatus' have received annual service and CVOR safety inspections.   |
|                 | A second oil analysis on Pumper 1 again found fuel and coolant contamination. In consultation with the dealer, it is believed the most likely source for this contamination is fuel injector cups and O-rings. The unit is currently at Rush Truck Center to have these items inspected/replaced. The truck will be out of service for several days. Pumper tanker 7 has been moved to station 1 and will act as the lead pumper in the interim. |
|                 | Annual pump testing has been completed. All units performed well and pumped above their rated capacities. A follow-up visit will be scheduled in the near future to complete some minor repairs.   |
|                 | The Dodge Ram ordered to replace Truck 8 now has an eta of Oct/Nov 2021.   |
| Fire Prevention | Fire Prevention Week plans are under way. We will be visiting Centennial 67 on October 8.  |
|                 | Proactive inspections continue as time allows and complaint/request upon receipt.  |
|                 | The County Fire Prevention Committee has print and radio ads in development for a Fire Prevention Week campaign.   |
| Other           | The Fire Department organized the Spencerville Fair touch-a-truck event with 17 items on display.  |
|                 | The EMS bootcamp is scheduled to take place on October 7 at station 1/Spencerville fairgrounds.  |
|                 | The Fire Department attended the large fire at Covilles/Fast Eddys scrap facility in Augusta Township on August 31 <sup>st</sup> . E/C assisted with 2 tankers and 11 personnel. In total twenty-eight vehicles and 100 personnel from eight municipalities provided assistance.   |
|                 | E/C and Augusta Townships provided stand-by coverage for Prescott during the rail event on September 2.  |
|                 | E/C Prescott and Augusta participated in a radio repeater demo on Sept 21 organized by PFD. Giant Tiger Warehouse and Ingredion sites were used and results were encouraging   |
|                 | A fire Department family BBQ was hosted on August 21 at the South Center. Approximately 80 family members were in attendance.  |
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## EMERGENCY MANAGEMENT

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| Annual Exercise | Design is in progress and looking to conduct a tabletop exercise in late October. |
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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)