

## CAO's ADMINISTRATIVE UPDATE TO COUNCIL

### ADMINISTRATION / ECONOMIC DEVELOPMENT

Senior Management Team	Working on service delivery review recommendations and assisting Public Sector Digest on the completion of the draft asset management plan.
Professional Development	Rebecca Williams has successfully completed the Municipal Law Program.
Economic Development	Staff have received an application for severances on Weir Rd to be brought to CDC at the March meeting.
	We are expecting a Site Plan application for development on Riverview Crescent/County Rd 2, including plans for a "chip bus"
	Plans for the Rezoning of African Bronze Honey site at 2140 Dundas St are progressing. The owners have made some significant changes to the original site plan that they submitted with their Zoning Amendment application and we expect to bring the revisions back to Committee at the March or April CDC meeting.
Business Fair	Booth is being planned by CDC for the event at the Leo Boivin Community Centre in Prescott March 6 and 7
Official Plan	The appeal period for our Official Plan has now ended with no appeals. We have received the original approvals and certified official plan from the Counties.
Community Safety and Well-Being Plan	This initiative is being coordinated through UCLG to have the health unit complete the plan. The costs will be allocated based on census population from Statistics Canada for participating municipalities. Cost estimate range is between \$2500.00-\$3500.00. This is a Provincial requirement for each municipality to have a plan.
Building	The CBO is working on an annual report with respect to the costs of administering and enforcing the Building Code Act. The report will come forward at the April Admin and Finance meeting.
Bylaw	BLEO is making an effort to educate residents on the requirements for garbage to be in a secured container if placed out before the morning of scheduled pick-up. In the upcoming month, a proactive education campaign will be placed on derelict vehicles and noted in the interim tax bill insert.
Upcoming meeting schedule – meetings begin at 6:30 pm unless otherwise noted	Monday, March 2 – Community Development Committee Monday, March 9 – Committee of the Whole, Admin/Finance Monday March 16 – Committee of the Whole, PW/ES/F Wednesday, March 18 – Port Management Committee Monday, March 23 – Regular Council

TREASURY

Asset Management	Public Sector Digest is before Council tonight to make a presentation on the draft Asset Management Plan.
Audit	Auditors are scheduled for the first week of March.
Budget	Four budget meetings completed to date
MAMP - Audit	The Federation of Canadian Municipalities (FCM) conducted an audit and confirmed compliance with the terms and conditions under the Municipal Asset Management Program grant agreement.

FACILITIES/RECREATION

Arenas	Both arenas are running well. Spencerville arena scheduled to close on March 16. Ingredion Centre will remain open until the end of May.
Programs	Y on The Fly senior aerobics continues on Friday mornings at the hall in Johnstown. Summer programs calendar will be ready for March 1st
	Senior exercise classes are held Tuesday and Thursday mornings in the upstairs of the Town Hall
HR	High school co-op student will be working with Mike over the next couple of months to gain insight and experience in recreation and leisure management and administration. The student plans to further her education in this field.
	Facility Operator position has posted and now closed. Applications are being reviewed and interviews will be conducted as required. This position is a replacement based on an internal organization transfer.

OPERATIONS – PUBLIC WORKS

Roads and Sidewalks	Normal Winter Operations consisting of plowing and snow removal.
	Temperature changes are creating the formation of potholes and asphalt heaving. Crews are monitoring the situation and repairing potholes and posting bump signs as required
	Half load sign posting will take place within the next month
Solid Waste	Normal operations at the transfer station.

OPERATIONS – ENVIRONMENTAL SERVICES

Cardinal Water	Normal Operations. Annual backflow device testing completed.
	Annual Internal Audit of Quality Management System underway
Cardinal Wastewater	Normal operations. Annual backflow device testing completed. Preliminary work has started in preparation of SCADA upgrade.

	Main workstation crashed during scheduled maintenance and spare unit placed into service.
	Henry St. pumping station. Pump pulled and repaired.
Spencerville Wastewater	Normal Operations.
Industrial Park Distribution	Normal Operations. Tabletop exercise held on February 11 with MECP and LGLHU representatives in attendance.

### OPERATIONS – MUNICIPAL DRAINS

JR-DR Drain	The appeal period has now ended with no appeals. Third and final reading of the bylaw is before Council tonight. Repealing of the 2015-68 levy assessment bylaw and adopting the revised levy assessment bylaw will come to Council in March.
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### FIRE DEPARTMENT

Fire Prevention	Site visit completed at Cardinal Power
	Fire Chief continues to work with CREWS Rail/Greenergy on their Fire Safety Plan
Equipment	Replacement radio for Tanker 7 was received and installed
	New Rescue Truck Chassis has arrived and construction of rear body component will be starting shortly.
Agreements	The automatic aid agreement with the Township of Augusta will be coming forward in March.

### EMERGENCY MANAGEMENT

2019 Compliance	The Township received documentation from OFMEM confirming our compliance with the Emergency Management and Civil Protection Act for 2019.
2020 Program	The Emergency Management Program Committee (EMPC) held a meeting on February 6 to start planning activities for 2020. The EMPC also met on February 12 to review previous response activities to high water levels along the St. Lawrence River and start working on a 2020 response plan.

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)