

CAO's ADMINISTRATIVE UPDATE TO COUNCIL

ADMINISTRATION / ECONOMIC DEVELOPMENT

Senior Management Team	Finalizing year end inventories and 2022 operational budget development.
Economic Development	Staff are working through several severance, zoning bylaw amendments and site plan control inquiries and applications.
2022 Small Business and Trade Show	The Township has reserved a booth at the Small Business and Trade Show. The show was originally scheduled for late February, but has been rescheduled for March 24-26 in hopes of higher capacity limits. TWPEC is a sponsor for the event.
Zoning Bylaw Review	Staff anticipate the next draft of the zoning bylaw will be ready for review at the February CDC meeting.
Public Meeting ZBA	A Public Meeting has been scheduled for an application for a zoning amendment on County Road 2 (VanVeldhuisen o/b Leeder) for February 22 at 6:00pm in Council Chambers.
Butternut Compensation Program	Had an inquiry from a developer interested in the program. The development is outside the municipality. Staff have provided an initial overview of the program and are waiting additional details from the developer.
Building	The building department issued 166 permits in 2021. We were pleased to welcome Roger Huttman to the department on January 4, 2022. LGL health unit will no longer be operating the Part 8 septic program as of September 2022. Staff are in discussions with Conservation Authority and neighbouring municipalities on options.
Bylaw	The BLEO continues to address new issues through proactive and reactive identification and working with the public to educate everyone on Township bylaws. The BLEO has had a steady month monitoring and addressing winter parking infractions with a number of additional educational opportunities, warning and winter parking infraction tickets issued. The winter parking infractions are comprised of inappropriate parking during inclement weather which would prevent snow plowing of the roadways and inappropriate parking during cleanup efforts. The BLEO continues to complete the weekly reporting under the EMCPA.
Upcoming meeting schedule Time – 6:30pm unless noted otherwise	Thursday January 27 – Budget Meeting # 3 6:00pm Wednesday February 2 – Budget Meeting # 4 6:00pm Monday February 7 – Committee of the Whole, CDC Wednesday February 9- Consider Engineer's Report – Newport MD Monday February 14 – Committee of the Whole, Admin/Finance Wednesday February 16 – Port Management Committee Thursday February 17 - Budget Meeting # 5 6:00pm Tuesday February 22 - Public meeting ZBA 6:00pm Tuesday February 22– Committee of the Whole, PW/ES/F

	Monday February 28 – Regular Council
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TREASURY

Letter Folding machine	Installation of machine and training of staff completed January 18th
Counter Computer	Replacement of counter computer that stopped working in December

FACILITIES/RECREATION

Arenas	Winter contracts usually end March 15. However, this year we will look to delay the start of Spring ice rentals 3 weeks, until April 4, to allow leagues to finish the regular season and playoffs.
Vaccination Clinic	COVID-19 vaccination clinics took place on January 18 at the Ingredion Centre between 11am and 7pm. The next clinic is scheduled for February 15.
Summer Program	Summer program packages are being prepared. The program will include a day camp in Cardinal during the month of July. Last year's lifeguards have been contacted and also advertising for positions.
Cardinal Pool	RFP document is being finalized and will be issued this week.

OPERATIONS – PUBLIC WORKS

Winter Control	Staff have been busy responding to several weather events during the last month. For example, over 100 loads of snow have been removed from Spencerville alone.
Vehicles	An RFQ for a ¾ ton truck was issued to surrounding GM, Ford and Dodge dealers. There were no submissions received by closing time on January 18. Two dealers indicated 2022 units were not available. Staff are reviewing options.
Transfer Site	A draft ECA for the new Transfer Site has been provided by the MECP and is under review.
	Christmas tree pickup took place between January 3 rd and 14 th in Cardinal, Johnstown, New Wexford and Spencerville.
Spencerville Drainage	The survey work revealed 8 areas, at various intersections, within the scope of work where the paved portion of the existing ROW (right-of-way) extends onto private property. After speaking with legal, the simplest solution is to contact the (8) eight impacted landowners, outline the current situation and seek their consent in having the property encroachments deeded over to the Township. The documentation would be prepared by our legal at no charge to the landowner. Letters are in the process of being prepared for

	delivery. This does impact our ability to tender the project at this stage.
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OPERATIONS – ENVIRONMENTAL SERVICES

Cardinal Wastewater Treatment Plant	Capital Controls completed annual verification/calibrations of equipment. The Helen St. sewer lining was awarded to Insituform. Routine maintenance completed
Cardinal Water Plant	pH probe replaced on post chlorine analyzer. Capital Controls completed annual verification/calibrations of equipment. Routine maintenance completed.
Cardinal Wastewater Collection	Routine maintenance completed.
Cardinal Distribution System	County Road 2 reconstruction meeting with Jewell Engineering completed. Routine maintenance completed.
Industrial Park Water System	Routine rounds completed.
Spencerville Wastewater	Fuel tank inspection at Spencerville PS #1 completed. Capital Controls completed annual verification of flow meter. Routine maintenance completed.

OPERATIONS – MUNICIPAL DRAINS

CR2/Newport MD	Public meeting to consider the engineer's report is scheduled for February 9, 2022 at 6:30pm. Robinson Consultants will be in attendance and leading the meeting.
Ferguson MD	An updated assessment schedule that reapportions properties where land severances have occurred since the original assessment schedule has been received from Greer Galloway Group. The report will come to the February PW/ES/F meeting.

FIRE DEPARTMENT

Training	Regular training and all other non-emergency activities cancelled for the month. Rapid Antigen Tests have been requested from the province for regular testing of firefighters as an additional level of protection from Covid-19.
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	Four Officers completing a blended NFPA 1521 Incident Safety Officer course through Leeds 1000 Islands RTC
HR	Received the resignation of a station 2 firefighter who has relocated to the Brockville area. Staff are reporting any unavailability due to Covid-19 symptoms or close contact. Currently 1 unavailable. Regular communication with Augusta and Prescott Chiefs to ensure continuity of service through the Omicron wave.
Facilities	The back-up generator at station 1 failed monthly testing and required a battery replacement.
Fleet	Additional minor repairs to apparatus are scheduled this week. Delays have been experienced due to parts sourcing challenges.
Fire Prevention	Chief toured the Prysmian expansion and provided guidance on fire extinguisher selection and location. Continue to respond to complaint and inspections upon request as needed. 2022 burn permits are now being issued. Some technical issues with the payment option have been overcome.
Holiday Season	The fire department was busy over the holidays dispatched to 6 MVC's, an activated alarm and a medical assist all between Christmas and new-years.

EMERGENCY MANAGEMENT

2021 OFMEM Compliance Report	The report has been submitted, reviewed by the field officer and forwarded for approval.
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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