

## CAO's ADMINISTRATIVE UPDATE TO COUNCIL

### ADMINISTRATION / ECONOMIC DEVELOPMENT

Senior Management Team	Annual reviews are in progress. Team is registered and will be working through a political acumen accelerator series over the coming months focused on situational awareness and collaboration.
Interim Control Study	The Interim Control Study for the Johnstown Industrial Park was reviewed by the Committee of the Whole – Community Development in April and is before Council tonight to be received.
Digital Service Squad	Our Digital Service Squad has invited local businesses to a webinar on July 13th to discuss eligibility and application requirements for the \$2500 Digital Transformation Grant and the ShopHere website building program. The squad will also be helping to administer the new Canada Digital Adoption Program, which includes a grant of up to \$2,400 to help businesses with costs related to adopting e-commerce, supported by a network of e-commerce advisors.
Lockmaster Meadows Subdivision	Staff are working closely with Edwardsburgh Developments as they work to complete their conditions of draft plan approval for the Lockmaster's Meadows subdivision.
Building	There have been 75 permits issued to date. SNC hosted a contractor's meeting for the OBC Part 8 septic program transition on June 9. It was a worthwhile event with solid attendance and good discussion.
Bylaw	The BLEO continues to identify areas within the Township that require compliance efforts, focusing on clean yards, derelict vehicles and animal control. Bylaw maintains open communication with the office of the prosecutor POA for regular updates respecting trials for outstanding summons.
Upcoming meeting schedule <b>Time – 6:30pm unless noted otherwise</b>	Wednesday June 29 – Tri-Council Meeting <b>6pm Maitland Fire Hall</b> Monday, July 4 – Committee of the Whole, Community Development Monday, July 11 – Committee of the Whole, Admin/Finance Monday July 18 – Committee of the Whole, PW/ES/F Wednesday, July 20 – Port Management Committee Monday, July 25 – Regular Council

### TREASURY

2021 FIR	The 2021 FIR was filed on June 14 following receipt of the final 2021 consolidated financial statements
Safe Restart	Final report has been submitted prior to the July 29 due date
Cash Handling Procedure	Treasurer is drafting a cash handling procedure in response to the auditor's recommendation

## FACILITIES/RECREATION

Cardinal Pool	Benson Pools completed their work. Pool passed Health Unit inspection on June 23. Pool opens to the public on June 25
Johnstown Pool	Passed Health Unit inspection on June 15. SEPS students attended the pool during the days of June 22 and 23. Pool opens to the public on June 25th
Staff Training	All full-time operators, guards and camp councilors have completed their online WHMIS training.
Structural Review – Spencerville Arena	The 5year structural review was completed on June 22. Engineer found no serious issues at the time of inspection and a full report will be available and presented to council in August or September.

## OPERATIONS – PUBLIC WORKS

Staff	Started 4day work week (M-Th - 10hr. days) this month.
Gravel Maintenance Program	Approximately 7220 tonne of gravel was applied over 25km of various Township Roads. Dust suppressant application in progress, delayed by rain events.
Roadside mowing	Approximately 150 lane km of Township roadside mowed.
Entrance and road cross culverts	6 entranceway culverts installed.
Storm/Sewer repair	Assisted in excavation and repairs with force main break. Installed new expander rings under John St. Manhole cover.
Roadside weed spraying	Roadside weed spraying program through Counties completed.
Hardtop maintenance	Crack sealing on hardtop roads is complete. Approximately 15 tonne of cold patch material applied to hardtop roads.
Spencerville Drainage project	Kick-off meeting held with GGG, CoCo paving and staff. The tentative start date is June 28. Construction signage installed in the project area.
Johnstown Drainage project	The draft ECA has been issued and is under review by staff. Kick-off meeting held with GGG, CoCo paving and staff. The tentative start date for the project is July 13.
Cty Rd. 2 project.	The 60% progress meeting by Jewell is scheduled for June 30 <sup>th</sup> . The geotechnical study for the project has been awarded to SNC Lavallin.
New/John Street repairs	The New/John Street paving partnership between the TWP and Ingredion was completed on June 17 <sup>th</sup> .
Road sweeping	Road sweeping in Cardinal and Spencerville is underway.

## OPERATIONS – ENVIRONMENTAL SERVICES

Cardinal Wastewater Treatment Plant	ESA annual electrical inspections completed. Routine maintenance completed.
Cardinal Water Plant	HACH completed annual servicing of lab equipment. Replaced filter media in Filter 1B (capital project completed). ESA annual electrical inspections completed. DWQMS annual 3 <sup>rd</sup> party audit scheduled for June 28 <sup>th</sup> . Routine maintenance completed.
Cardinal Distribution System	Repaired water meters in Cardinal. Semi-annual fire hydrant flushing completed.
Industrial Park Water System	Semi-annual fire hydrant flushing completed. DWQMS annual 3 <sup>rd</sup> party audit scheduled for June 28 <sup>th</sup> . Routine rounds completed.
Windmill Pumping Station	Hydro One upgraded electrical transformers. ESA annual electrical inspections completed. Routine rounds completed.
Spencerville Wastewater System	Temporary repairs were completed on the south lagoon sluice gate valve. Pulled pump at Station # 3 and repaired (plugged). Repaired check valve at station # 3. ESA annual electrical inspections completed. Routine rounds completed.
Cardinal Sewer and Storm Collection System	Rideau St Lawrence repaired transformer connection at the Henry St. Pumping Station. Falcon Security repaired DSL communicator at Henry St. Pumping Station. Sewer force main break in easement north of 304 Walter Street. ESA annual electrical inspections completed. Routine rounds completed.

## OPERATIONS – MUNICIPAL DRAINS

Ferguson Drain	The Twp's Drain Superintendent is preparing to tender the Ferguson drain culvert replacements off Dobbie Road.
Newport Drain	Robinson Consultants is preparing a tender for the Newport Drain project work east of New Wexford.

## FIRE DEPARTMENT

Training	June training consisted of firefighter survival and rapid intervention team evolutions and a practice run for our tanker shuttle test scheduled on October 15. There is no department training scheduled in July.
HR	Information session scheduled July 12 to kick off this year's firefighter recruitment. One firefighter has accepted a position in NS and will be relocating there in the near future. Fire Department family BBQ scheduled on August 13 at the South Centre. Staff continue to report any unavailability due to illness and/or isolation requirements. This number has dropped to < 1/month.
Facilities	Bell internet installation was completed at station 1 resulting in a dramatic improvement in performance.
Fleet	Tanker chassis arrived at Helie Fire Trucks on June 10, now awaiting delivery of pump components. Jaws of life tools were serviced by Hurst factory technician and are in excellent condition.
Fire Prevention	A station tour and fire extinguisher training was provided to residents and staff of I Have a Chance Support Services. Fireworks safety information included in South Grenville Beacon jointly sponsored with Prescott and Augusta fire departments.
Other	Edwardsburgh Cardinal will host the Eastern Ontario Firefighters Association competition on June 17, 2023. A kick-off meeting was held with fire department organizers.

## EMERGENCY MANAGEMENT

Annual Emergency Exercise	We will be participating with UCLG on an exercise this year. The date is set for September 13.
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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)