

CAO's ADMINISTRATIVE UPDATE TO COUNCIL

ADMINISTRATION / ECONOMIC DEVELOPMENT

Absence	I will be away on holidays between August 23 and September 6. During my absence, Treasurer Melanie Stubbs will be acting in my capacity.
Economic Development	Staff are working through several severance, zoning bylaw amendments and site plan control inquiries and applications.
Municipal Election	As per Section 275 of the Municipal Act, Council is now under the restricted acts (lame duck) as less than 4 of the 5 council members are not running for the same seat currently being held. Authority has been delegated to the CAO, via Bylaw 2022-25 of the authorities of Council: <ul style="list-style-type: none"> a) Appointment or removal from office any officer of the municipality; b) The hiring or dismissal of any employee of the municipality; c) The disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal; d) Making any expenditure or incurring any other liability which exceeds \$50,000
IPM	The Township and Port of Johnstown will both be incorporated into the Leeds Grenville Regional Showcase Exhibit. Staff participate in regular meetings and working on display table items.
OLT Appeal	The required Municipal Submission Form was filed with the OLT. Our legal counsel is preparing a letter to the OLT seeking relief through an order that would permit any part of the bylaw not in issue in the appeal would be in effect on the date the bylaw was passed (June 27, 2022).
Accelerated High Speed Internet Program	Staff have completed an initial readiness survey and will be participating in an onboarding webinar later this month to become more familiar with the program and our specific role in the program.
Grenville CFDC Annual General Meeting	The Grenville CFDC is hosting their annual general meeting at the Kemptville campus on September 28. Registrations are due by September 21.
Building	There have been 102 permits issued to date. Since last reporting we discovered that there was an error in the number of building permits issued as the building permit program which automatically assigns the next permit number skipped over 10 permit numbers. This has been corrected by using the skipped building permit numbers for new building permits.
	An OBC Part 8 pre-transition meeting is scheduled for August 22 with representatives from SNC, Augusta and Elizabethtown Kitley in attendance to review any remaining items.

Bylaw	BLEO continues to identify and issue violation notices within the Township for properties that require compliance measures, specifically focusing on clean yards and animal control.
Upcoming meeting schedule Time – 6:30pm unless noted otherwise	Tuesday, September 6 – Committee of the Whole, Community Development Monday, September 12 – Committee of the Whole, Admin/Finance Monday September 19– Committee of the Whole, PW/ES/F Wednesday, September 21 – Port Management Committee Monday, September 26 – Regular Council

TREASURY

OILC application	Submitted all documentation to OILC for construction loan, anticipate a 4-8 week approval process
NDMP Funding	Continued follow-up with SNC regarding status of payment from NDMP for the berm project at the Water Treatment Plant

FACILITIES/RECREATION

Ingredion Arena	Arena opened for rentals August 8 th , contracts with associations are just being finalized for the upcoming season. Local registration numbers are down.
Summer Programs	Session 4 will wrap up August 26 th , last day for both pools will be the 27 th .
Walking Track	Normal walking track hours are in place for the season.
Girls Inc	Girls Inc ran a camp for girls out of the Spencerville Arena last week with 20 kids in the program. As part of their Community Action Plan the group on the final day went around the village and picked up garbage. Bags and gloves were supplied by the municipality.
Blue Grass Festival	TWPEC provided the arena showers Wednesday-Sunday 8 am – 5 pm. Staff also performed a daily garbage pickup mid-afternoon.
Spencerville Fair	Fair will be using the arena this year for their main concert venue, staff have already been working with the Fair committee to ensure a successful event.
Cardinal Labour Fest	Ball tournament will be run Friday – Sunday, extra garbage cans and staff presence over the weekend will occur to ensure the waterfront and diamonds are kept clean.
Park Bench Donation	New bench installed on the top hill area where the old marina was located. The donation of the bench was made in memory of David Lockhart
Covid Clinic	September- December dates are Sept 9 th , Oct 7 th , Nov 4 th , Dec 9 th
SNC Learn to Fish	SNC Learn to Fish program had 15 kids registered, special thanks to Councillor Hunter for great support in this project.

OPERATIONS – PUBLIC WORKS

Roadside Mowing	Mowing operations fence to fence (where applicable) being completed in August.
Roadside Ditching/Brushing	Completion of brushing and ditch works on Hands Rd. Completion of brushing and ditching on Rock St, for 150m, north of Crowder Rd. Roadside brushing completed in isolated areas of Glen Smail Rd, McNeilly Rd, Ventnor Rd, Legion Way, Hyndman Rd, Flett St.
Roadside Debris	Collection of roadside debris on Froom Rd, Byers Rd, Glen Smail Rd, Entrance to Transfer Station Site.
Miscellaneous	PW Staff worked with Environmental Service Staff to replace a Sample Station on Dundas St East. Stop Bars being reinstated in Cardinal, Johnstown, Spencerville, and Hands Rd. Pedestrian crosswalk, signage, and speed bumps installed at HFI on Hands Rd. Installation of 911 signs and posts (5) Coco Paving contractor installing underground services in Spencerville. The project is experiencing delays due to difficulty in material procurement.
Maintenance Grading	Performed maintenance grading on Blair Rd, Hutton Rd, Totem Ranch Rd.
Spencerville Drainage	Majority of pipework is completed. Remaining catch basin installations are to be completed by end of August. Curbing will be delayed a few weeks.
Johnstown Drainage	Staff, contractor and consultant will be meeting in the next week to review and update the schedule. Notice letters and pre inspections will be forthcoming shortly.
Armstrong Road	Quotations received for the proposed work exceed upset limit in council resolution. Work will not proceed and revisit options during the 2023 budget.

OPERATIONS – ENVIRONMENTAL SERVICES

Cardinal Wastewater Treatment Plant	Black & McDonald serviced boiler system. Serviced air compressor. Routine maintenance completed.
Cardinal Water Plant	Trojan UV on site to troubleshoot UV # 1 power failure issue. New Siemens power supply unit ordered. Falcon Security on site to service communication board. Capital Controls replaced Clearwell Greyline Level transmitter/sensor and performed calibration on the new unit. Routine maintenance completed.

Cardinal Distribution System	Excavated and replaced the Dundas Street Sample Station. Routine rounds completed.
Industrial Park Water System	Routine rounds completed.
Windmill Pumping Station	Laframboise Group on site, preparing to start upgrade work. Routine rounds completed.
Spencerville Wastewater System	Submitted order for lagoon sluice gate valve. Routine rounds completed.
Cardinal Sewer and Storm Collection System	CWW completed CIPP work on Helen Street (Capital Project) Linear ECA finalized and issued. Routine rounds completed.

OPERATIONS – MUNICIPAL DRAINS

Ferguson Drain	Tender closing date of August 23 rd at 4:00 pm.
CR2/Newport	The draft tender documents prepared by RCI were received on August 16 and staff are in the review process. The timeline to complete in-water work prior to October 15 is not practical. The decision was made to postpone tendering the project until January 2023 in anticipation of better pricing and ability to complete the work in one construction season.

FIRE DEPARTMENT

HR	Physical and aptitude testing was completed for 8 applicants. One additional applicant was unavailable due to sickness and will be tested when recovered. Interviews will be scheduled in the near future. Fire Department family BBQ was hosted at the South Centre. Fire department members are planning a fall women's bootcamp.
Training	Regular weekly training has resumed after our July break. One firefighter is completing NFPA 1041 Fire Instructor I in Kingston. One Captain is completing NFPA 1041 Fire Instructor II in Lyndhurst. Fire Department facility tour completed at HFI Pyrotechnics. Plans are being finalized for the upcoming LPG firefighting course to be held Sept 17 & 18. This course is being sponsored by Emergency Response Assistance Canada (ERAC). Levac Propane have donated the 1500 liters propane required for the live fire portion.

	A \$750,000 training grant was announced by the Fire Marshalls Public Fire Safety Council to support training materials required for firefighter certification. Additional details will be announced. Two firefighters started the D license training program.
Fleet	Annual apparatus service and inspections have begun. The pump for the new tanker has arrived and assembly has started. The tank repair on tanker 7 will be completed by year end.
Fire Prevention	Edwardsburgh Cardinal hosted the County Fire Prevention Committee meeting in August. Plans are being developed for this year's fire prevention week and the International Plowing Match being hosted in North Grenville. Summer reading program fire department visit to the Spencerville Library will take place on Aug 18. Inspection completed at a new business in Spencerville.
Facilities	Several broken exterior light fixtures at both stations were replaced with LED units.

EMERGENCY MANAGEMENT

Emergency Exercise	This will be held on the morning of September 13 and in conjunction with UCLG.
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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