



Township of
Leeds and the
Thousand Islands

Council Update

WEEK OF JULY 12, 2021

COMMUNITY AND BUSINESS SERVICES

Programming

- 1st PLAY Days event hosted at Kendrick's Park; positive feedback from 24 program participants (next event this weekend in FOY, 13 participants registered)
- Call to public for new programming ideas for fall / winter line up

Facilities

- Bookings being received as facilities open up (Step 3)

Communications and Marketing

- August/September newsletter drafted
- Official launch of Driftscape with more than 50 Points of Interest (in partnership w/FOY with RED Funding) (support EcDev priorities of Agriculture and Tourism)
- Tear-away maps updated and printed (delivered to office this week)
- Call for advertisements for fall/winter recreation guide

Business Support

- Prepare for EDC Meeting (Jul21; key topics include SLCEDC membership, Bill Thake nominees, and 2022 budget)
- Continued media pick-up of storefront initiative (Post media)
- Recording business videos (business introductions)

Other

- As of July 15th, there have been 431 responses to the Strategic Plan Survey. The survey closes on Friday, July 16th at 4:00 pm.
- All things Fishing Derby (staffing, site visits, business outreach, parking, agreement, etc)
- Participated in two public meetings related to the Thousand Islands Multi-use Recreational Trail
- Grant submitted in partnership with Library to enhance social engagement opportunities for seniors (COVID Recovery)
- Drafting Scope of Work for RFP (re: organizational efficiency review)

PLANNING AND DEVELOPMENT

The Heritage Committee meets on Friday, July 16th, 2021 at 1pm.

The Committee of Adjustment meets on July 29th, 2021 at 1pm. There are three applications on this agenda. Information regarding these applications is available on the [Civicweb](#).

Planning, Building and By-law Enforcement staff are continuing to receive and comment on a high volume of applications and inquiries.

OPERATIONS

Environmental

- All - Waste Site Inspections
- All - Compaction and cover completed
- 15 water meters replaced.

Facilities

- Station 1 – Door installation and drywall for Fire offices.
- 1233 Prince – Sealing of exterior wood beams completed on upper level to prevent leakage in building. Lower level to follow.
- 1233 Prince Street – J.L. Richards completed field investigations of timber structure.
- All - On-going Mowing.
- Rockport Community Centre – New UV system ordered. Delivery expected July 23. Plumber booked to install on 23rd.

Parks and Cemeteries

- Bay of St. Lawrence – Pathways dragged and graded.
- On-going mowing and watering of flowers in villages
- Lansdowne Cemetery maintenance completed
- Parks maintenance on going

Roads and Fleet

- Surface Treatment Program – Patching, sweeping, and box paving preparation
- 3 after-hours and weekend call outs for trees down.
- 1 call out for localized flooding in Seeleys Bay
- Roadside Mowing (Continued)
- Annual Calcium Chloride program completed
- Speed Humps installed in Ivy Lea
- Junetown Road and Escott-Yonge Townline Road –Ditching, Culverts, and re-alignment of Mountain Road intersection

FINANCE

- Some restructuring in the Finance Department has resulted in a newly created Corporate Administrative Assistant position with no increase in headcount. The new position has been posted for recruitment and involves duties crossing several departments in an attempt to address certain gaps in service while also remaining focused on front line customer service.
- Several ipads have been ordered for staff in Public Works, Fire Services and the Building Department utilizing modernization funding as previously approved by Council.
- Staff have begun researching possible options for a more comprehensive online payment solution that would work for receiving recreation, fire, building and other types of payments online. Finance will be coordinating the development of an RFP to explore possible third-party solutions. There will be challenges with integrating the payment information into the current financial software.
- Recent issues with the office phone system have brought to light the age and functionality of the current system. Staff are exploring current technology available for phones systems. It is likely that an update to the system will be required within the next 12 months to ensure reliability and reduce maintenance costs.
- Ongoing issues with emails being sent from the finance software has impacted the delivery of paystubs and the delivery of vendor payment information. Finance staff continue to work with the finance software vendor and our IT managed services company to try to resolve these issues.
- The Director of Finance and the Director of Operations continue to work with the consultant, PSD on the updated asset management plan.
- The Director of Finance attended a virtual ethics summit offered by CPA.

FIRE

- Fire Services responded to 19 calls – 1 Rescue (plane crash), 4 Assist Public / Police, 5 Fires (1 vehicle, 2 Grass, 1 Structure, 1 other) 1 Public Hazard, 4 MVC's, 2 Medicals, 2 Remote Alarm.
- Burn Ban was lifted as of Friday July 9th.
- Completed and sent NFPA 1035 Fire & Life Safety Educator I applications to College – 10 registered.
- Wish List compiled and sent to OFC for 2022-2023 RTC Course Calendar approvals.
- Began contract and arrangements for Fire Ground Rental – South Frontenac August 14th.
- Met with Chief Moore from Edwardsburg Cardinal to discuss training and re-testing for Firefighter I with his group. Request sent to AS&E.

- Prevention Officer setting up dates for requested Inspection at Masonic Lodge
- Captains Meeting held 14th July 2021 to discuss operations.

ADMINISTRATION

- Council follow-up tasks
- Heritage/ EDC meeting preparation
- Liquor license municipal authorization form
- Review of Procedural By-law
- Emergency Management
 - Provincial/Federal
 - The province enters Step 3 on July 16, 2021. To view the Roadmap to reopening Ontario please [click here](#).
 - Local
 - Staff, Council and Committee members are moving to a web based COVID screening process as opposed to the physical check in, effective Monday, July 19, 2021. [Click here](#) for the link.