



# Council Update

WEEK OF MAY 2, 2022

## Administration

### 2022 Municipal & School Board Elections

- Working on Accessibility Plan.

### Records Management

- Working through changes made in Records Retention Policy.
- Reviewing submissions for the RFP for Electronic Document and Records Management System (EDRMS).

## Community & Business Services

### Communications & Marketing

- Emergency Preparedness Week – May 1 to 7
- Youth Week declared in TLTI
- Special Events Permit – web page now live with information for event organizers and licence application

### Community & Business Support

- Pop Up Market Program – shifting initiative to support food producers in other ways

### Events

- Special Events Permit – meeting with event organizers and committees. Next Virtual Information Session to take place May 31, 7 p.m.
- Seniors Expo (June 14) – recruiting vendors and volunteers
- May 7 – Rockport Development Group Drive-Thru fundraiser dinner (4:30 to 7:00 p.m. at Rockport Recreation Hall)
- Touch-A-Truck, May 17 at the Municipal Facility (3 to 6 p.m.)

### Facilities

- Seasonal slips available at the Seeley's Bay Harbour



# Council Update

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## Community & Business Services Cont'd

### Recreation & Leisure

- Power hour- May session runs May 14, 21, 28
- Rural Recreation Association presents – Rural Round Table: A Conversation on the Importance of Recreation. Virtual event May 12, 9:30 a.m. to 11 a.m. (municipal staff and leaders, educators, service providers, all those involved in recreation and outdoor experiences). If you are interested in attending, please contact [recreation@townshipleeds.on.ca](mailto:recreation@townshipleeds.on.ca).

## Finance

- The Director of Finance is assisting with the document management system RFP process.
- Rebecca Alward will be starting with the Township on Monday May 9 in the Financial Assistant position with a focus on utilities and property taxes.
- Work is ongoing regarding 2022 financials as the 2021 year end financial statements have now been finalized
- The RFP for new financial software was posted on Monday May 2, 2022 with a closing date of May 20, 2022.

## Fire

- Fire Services responded to 8 calls for Service. 4 Fires (2 Grass, 2 Vehicles), 1 Medical, 1 Burn Complaint, 2 MVC's.
- Received Grant Funding from Enbridge Fueling Futures – Safe Community First Responder Grant Program in the amount of \$7,500. These funds will be used to assist in the purchase of 3 sea containers and materials to develop 6 live fire burn cells on the RTC training grounds. These Burn Cells are used for training in Fire Prevention, Education, Fire Dynamics, Modern Fire Attack, and Fire Investigation Courses. We anticipate that upwards of 100 students per year will benefit from the education these props provide.
- Arranging DCP audit as required by MTO. Due date of July 1, 2022.
- Processed cancellations and additional applications for NFPA 1002 Pump Ops and NFPA 1033 Fire Investigator – Class nominals updated by OFC.



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## Fire Cont'd

- Sent email reminder to all those enrolled in NFPA 1021 Fire Officer I, that was re-scheduled for May 13-15, 2022. Course to be held at Lansdowne Station 1 training room. 14 students enrolled
- Fire Chief attending annual Chiefs Conference in Toronto
- Finalized Off Site Delivery of NFPA 1001 Firefighter I for Central Frontenac – scheduled over 5 weekends between June 18- July 31 for 15 Students. Certification and testing to follow.
- Assisted by Operations Executive Assistant in creating Burn Permit application flow chart for front counter use. Training scheduled for Friday May 6th.
- 28 Burn Permits created for the month of April – total of 914 to date.
- Monthly Fire Prevention Report – April 2022 – Attached

## Operations & Infrastructure

### Administration

- Procurement: format and post Finance RFP for online bidding, research comparable RFQs for shade structures.
- Asset Management: log, process, review Service Requests and Work Orders for dept; add 3 new staff, users, and workers to CityWide, notify departments of open SRs that require action/resolution.
- Human Resources: continue to coordinate summer student orientation administration, start process development of HR integration with CityWide for new hires.
- Communications: generate OPS dept news, issue Road Closure communication, develop training materials for staff, develop assessment survey for operation departments, update website for weed control program and MTO contacts for entranceway permits.
- Administration: Troubleshoot and resolve fuel access for Building Officials, deliver waste labels to retail outlet.



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## Operations & Infrastructure Cont'd

### Environmental

- Small Water Systems
  - Water tests completed waiting on results
- Lansdowne Village Water
  - Neptune gearing up for Meter replacements

### Facilities

- ABC fire annual inspection of all Fire Extinguishers
- Centennial Park Well pump replacement
- Station 3/EMS
  - Septic Pumped
  - Plumber into clear drains
  - Genset looked at for Capitol pricing
- Seeley's Bay
  - Hydro Approvals for Intersection Street lighting. Waiting for timetable for installation
  - Quotes for Harbor Shed
- Furnace Falls Bathrooms open
- Building Checks Continue
  - CityWide updates
- AODA training continues

### Fleet

- Equipment Maintenance
- Tandem Truck Water Tanks installed
- Trailer safeties completed (in-house)

### Parks

- Garbage collection and clean up has started at all parks
- Mulching of beds has begun
- Landscape trailer picked up and added to fleet



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## Operations & Infrastructure Cont'd

### Parks

- Centennial Park - Quotes being obtained for Gazebo
- Multi use courts blown off and netting adjusted
- Jerry Park
  - Meeting with contractor to repair fencing and move practice board 1 Jessie St Courts

### Roads

- Half loads lifted- Signs flipped (Share the Road)
- Speed limit zone signs- Installation commenced
- Gravel road grading
- Hard top patching
- Roadside machine brushing
- Culvert inspections
- One call locates
- Road patrol

### Waste Sites

- Site Visits/Inspections
- Compaction and cover Ward 1-3

## Planning & Development

- Following the Committee of the Whole meeting, staff have been working on communication and education materials regarding Short Term Rentals. More details will be provided to Council when a communications plan and materials are finalized.
- Staff participated in the Cataraqui Conservation Programs and Municipal Services Municipal Workshop which provided an overview of the updated regulations and requirements for agreements between the Townships and the CRCA.



# Council Update

WEEK OF MAY 2, 2022

## Planning & Development Cont'd

- Staff participated in a training session regarding Archaeology and Assessments hosted by the Ministry of Heritage, Sports, Tourism and Culture.

## Enforcement

- There were a number of property inspections and enforcement actions completed this week jointly with building and enforcement staff.
- Building staff continue to identify and place orders on many properties for construction without permits.