



Council Update

WEEK OF SEPTEMBER 26, 2022

Administration

2022 Municipal & School Board Elections

- Voter Information Letters to be mailed out on October 3rd. These will provide voting details to residents, including how and where to vote in the Township.

Community & Business Services

Recreation and Leisure Programming

- Fall programming begins to roll out next week (includes fencing, fitness (adults and seniors)) with several new programs beginning over the coming weeks

Communications and Marketing

- Continued support for elections based communications
 - Focus on informing people about voting dates, and how/where to vote
- Beginning to develop recruitment campaign for Committees of Council (starting with committees that have legislative requirements)
- Preparing campaigns for:
 - Agriculture Week (October 3-10)
 - Small Business Week (October 16-22)
 - Local Government Week (October 16-22)
- October/November newsletter posted electronically and posted (paper copies expected in mail-boxes early next week)
- Final draft of Community Recreation Guide complete

Business Support

- Attended meeting with local Small Business Network – planning annual workshop series for November

Events

- Truffle Shuffle hosted last weekend in Seeley's Bay was a success with more than \$3500 raised for the local food bank



WEEK OF SEPTEMBER 26, 2022

Community & Business Services Cont'd

Events

- Truffle Shuffle hosted last weekend in Seeley's Bay was a success with more than \$3500 raised for the local food bank
- Beyond the Business of Agriculture scheduled for October 2 in Mallorytown (part of TLTI's RED funded project with FOY)
- Looking ahead to community Halloween events in partnership with the Library, SCES Parent Advisory Ctte, Seeley's Bay Lions
- Planning for volunteer gala (November 4th) where we recognize Township Committee of Council volunteers and Board members

Emergency Management

- Attending compliance reporting webinar
- Preparing to host BEM200 in Lansdowne next week

Finance

- The Director of Finance is assisting the Director of Operations and Infrastructure in working with the asset management software vendor to set up the building condition assessment data into Citywide. This data will be used to help build the 2023 operating and capital budgets.
- There are three finance policies on the agenda for the Committee of the Whole meeting. Please contact Kate with any questions or concerns regarding these policies.
- Staff are issuing a RFQ for scanning of paper records which can then be entered into the new document management system.
- Staff are working on 2023 budgets.



WEEK OF SEPTEMBER 26, 2022

Fire

- Fire Services responded to 5 calls for Service. 2 Medicals, 1 Mutual Aid – Gananoque Structure Fire, 1 Fire (Hydro Pole), 1 MVC.
- OFC Training Pumper returned to the college as a part of reorganization of Assets at the Fire College.
- Prepared burn cells for NFPA 1033 – Fire Investigator Course beginning October 14th. Preparations include structural repairs, drywall, paint, furniture staging and preparation of Burn Sequence. Buildings will be burnt prior to the course.
- NFPA 1072 HazMat Operations to begin Friday September 30th. 19 Student enrolled, 2 Leeds Adjunct Instructors to Shadow.
- Program Billing sent for past 6 Courses at RTC. Pump Ops, Firefighter II, Instructor II, 2 Driver Training Courses and off-site delivery of Firefighter I to Central Frontenac. Current total course registrations to date \$106,170.13. Six (6) more courses and 1 off site delivery to complete and bill before end of year.
- Request form South Frontenac to accommodate testing for HazMat Awareness and Instructor I, November 6th at RTC.

Operations & Infrastructure

Administration

- Procurement
 - Circulated submissions for RFT Elevator Maintenance
 - Formatted RFQ for Document Scanning project
 - Formatted RFP for Flooring at 1 Jessie Street, Lansdowne (library, hall, and offices)
- Communications
 - Connected with residents/agencies re: entranceway permits, grant applications, sidewalks, road approvals, service providers
 - Provided department content for weekly broadcast, MTO lane closures
 - Updated website content (links, third-party providers)



WEEK OF SEPTEMBER 26, 2022

Operations & Infrastructure Cont'd

Administration

- Asset Management
 - Logged, processed, and reviewed Service Requests and Work Orders for dept
 - Added assets to inventory and created inspection schedules to comply with policies
 - Created inspection schedules for small water systems and generators
 - Programmed mobile devices for work order and service request updates
 - Tallied over-due service requests and notified applicable Directors
- Administration
 - The department logged 7 new Service Requests in the last week and resolved 9
 - Fuel reports for Finance reporting and budgeting

Environmental

- Small Drinking Water Systems checked / salt added as needed
- Neptune Pre-Construction meeting for village meter replacement
- Attended Waste/Recycling Expo
- WDS
 - Waste site visits/Inspections
 - Data Call prep for Audit
 - RPM ECO engaged for small, contaminated container pick up (Free Service)
 - Compaction and cover as weather permits

Facilities

- HVAC companies set for fall inspection on all facilities
- Station 3 - Eaves trough and soffit repairs
- Station 2 - Additional details requested for proposals of structural study of basement walls and design of stair railing

WEEK OF SEPTEMBER 26, 2022

Operations & Infrastructure Cont'd

Facilities

- 1233 Prince St
 - 1233 PW Contractor approved for Install of Gas lines and hook up of Pressure washer
 - **Flags lowered for National Day for Truth and Reconciliation**
 - PW/STI Sprinkler yearly inspection set up for Oct 11, 2022
- Seeley's Bay
 - Tents and PA system picked up
- **Lyndhurst Library septic serviced**

Fleet

- Fleet maintenance
- 3 Ton truck safety
- Kubota mower repair

Parks

- **Garbage and recycling as needed**
- **Mowing Continues**
- **Lansdowne Cemetery and Soperton Cemetery completed**

Roads

- **Taylor Rd West Capital Project - Double surface treatment installed**
- **Grading gravel roads**
- **Gravel washout repairs**
- **Roadside mowing (Continued)**
- **Tree and brush removal (In house and Outsourced)**
- **JD 7420 with brusher floated back from International Plow Match**
- **Microsurfacing contract completed in Seeleys Bay and Sweets Corners Road**
- **Compacted bins Lyndhurst waste site**
- **Haul granular to Escott waste site**



Council Update

WEEK OF SEPTEMBER 26, 2022

Planning & Development

- Staff have been working to update the Township website with applications and information content for septic applications and inspections. The Township officially assumes responsibility for septic review and inspection on October 1, 2022. Notice Regarding Septic/Sewage System Permits - Leeds and the Thousand Islands (leeds1000islands.ca)