

## MUNICIPAL DEPARTMENTS MONTHLY REPORT

**From June 17, 2022 to September 2, 2022**

### Legend:

CAO: Chief Administrative Officer  
FIN: Finance  
RH: Human Resources  
GREF: Clerk  
CONST: Construction

URB: Urban Planning  
TP: Public Works  
ENV: Environment  
REC: Recreation and Facilities  
INC: Fire

### **Achievements**

<b>RH</b>	<ul style="list-style-type: none"> <li>- Intensive recruitment to complete the teams (Buildings, Construction, By Law and Public Works).</li> <li>- Pay Equity continuation assessment has been completed to meet Pay Equity Act requirement. Report enclosed.</li> </ul>
<b>URB</b>	<ul style="list-style-type: none"> <li>- Bill 109: Discussions with other cities and preparation of updates to be made as a result of changes to prescribed timelines and reimbursement of claim fees.</li> </ul>
<b>ENV</b>	<ul style="list-style-type: none"> <li>- Health and safety trainings.</li> <li>- Street valve replacement on Kipling Street and fire hydrant replacement on Mary Street.</li> <li>- Security fence installation at the water standpipe.</li> <li>- Metal roof flashing installation at the wastewater treatment plant following the severe storm back in May (derecho).</li> <li>- Electric motor replacement of highlift pump #1 at the drinking water treatment plant</li> </ul>
<b>TP</b>	<ul style="list-style-type: none"> <li>- Sale of equipment and vehicles on GovDeals is completed.</li> <li>- Ditch cleaning (cut grass and cattails).</li> <li>- Purchase of a woodchipper following the May 21 storm.</li> </ul>
<b>REC</b>	<ul style="list-style-type: none"> <li>- Collaboration for the use of our equipment for the UCPR riverbank cleaning activity.</li> <li>- Multicultural festival June 30, July 1-2-3 2022.</li> <li>- Addition of 7 cement platforms for the new picnic tables and benches at Cadieux Park.</li> <li>- Major repair of the fence at the dog park for the safety of citizens and dogs.</li> </ul>

	<ul style="list-style-type: none"> <li>- Cement slab set at the Old Mill, Cadieux and Larocque outdoor rinks.</li> <li>- Preparation of the ice rink for a 44th season with old refrigeration system.</li> </ul>
<b>CONST</b>	<ul style="list-style-type: none"> <li>- The CGIS platform is implemented with county and city data. Training will be provided to the CBO and his assistant in the near future.</li> </ul>
<b>GRE</b>	<ul style="list-style-type: none"> <li>- Started offering civil marriage ceremonies at the end of August – celebrated first ceremonies on September 2, 2022.</li> <li>- Myriam Longtin, Clerk, and Lora Gut, Deputy Clerk, have been selected to participate in the 2022-2023 AMCTO Mentorship Program as mentees to further their knowledge of Municipal Administration and Clerk's best-practices.</li> </ul>

## Work-in-progress

<b>RH</b>	<ul style="list-style-type: none"> <li>- Configuration continues for the new payroll system with the objective of bringing all departments on the platform in September.</li> </ul>
<b>URB</b>	<ul style="list-style-type: none"> <li>- Site plan agreement at 1023 Cameron being finalized.</li> </ul>
<b>ENV</b>	<ul style="list-style-type: none"> <li>- Service Line Warranties of Canada exterior water service line and exterior sewer/septic line warranty plans program launch.</li> <li>- Intensive maintenance of the Centrifuge at the wastewater treatment plant.</li> </ul>
<b>REC</b>	<ul style="list-style-type: none"> <li>- Installation of aluminum boards and DEK field hockey tiles at the Cadieux Park outdoor rink.</li> <li>- Annual inspection of fire alarms in all our buildings.</li> <li>- Pool is emptied at the complex for the annual cleaning and inspection.</li> </ul>
<b>TP</b>	<ul style="list-style-type: none"> <li>- Inspection of the sidewalks.</li> <li>- Inspection of road signs.</li> <li>- Revision of the by-law for domestic waste.</li> </ul>
<b>GRE</b>	<ul style="list-style-type: none"> <li>- Planning of the 2022 Municipal Elections is going well. The Clerk's Department received hands-on training from the vendor, Dominion, for the use of its tabulators.</li> </ul>

## Upcoming activities and projects

<b>URB</b>	<ul style="list-style-type: none"> <li>- By-law defining a complete application following Bill 109.</li> </ul>
<b>ENV</b>	<ul style="list-style-type: none"> <li>- Drinking water quality management system risk assessment workshop with the team.</li> </ul>
<b>TP</b>	<ul style="list-style-type: none"> <li>- Excavation of Cameron and Spence Street ditches.</li> <li>- Paving of the Mary and Lansdowne intersection following a water main break</li> <li>- Shredding of branches from the May 21 storm.</li> </ul>
<b>REC</b>	<ul style="list-style-type: none"> <li>- Purchase of new red and green buoys to replace those damaged by the May 21 storm.</li> <li>- Closing of splashpad / water games at end of September.</li> </ul>
<b>GRE</b>	<ul style="list-style-type: none"> <li>- Continue the planning of the 2022 Municipal Elections.</li> </ul>

## Capital projects update

<b>ENV</b>	<ul style="list-style-type: none"> <li>- Drinking water treatment plant Clarifier and Filter #3 upgrade project in progress.</li> <li>- Following the approval of recommendation 2022-REC-45 and the tender</li> </ul>
------------	--

	<p>process, the contract for the raw water intake shoreline restoration project has been granted to Hawkesbury Transport &amp; Excavation.</p> <ul style="list-style-type: none"> <li>- Wastewater treatment plant bypass and sewage collection combined sewage overflow (CSO) monitoring upgrade in progress.</li> </ul>
<b>REC</b>	<ul style="list-style-type: none"> <li>- The outdoor rink project is progressing well. The installation of the aluminum boards and DEK tiles at Cadieux Park is completed. The installation of the boards at Larocque Park and Old Mill Park will be done in early September. The official opening will be September 23, 2022.</li> <li>- Assessment of the Town Hall and the premises at 419-421-423 Cartier Boulevard. The consultants are drafting their final report following their visit on May 20. They will report their findings and recommendations this fall following the infrared testing.</li> <li>- Rink Refrigeration project at the arena. The TST consultant is analyzing the bids received and is awaiting the return of the contractor's references before submitting their recommendation to the Town.</li> <li>- Main Street Revitalization. The bike repair station and drinking fountain will be delivered and installed in September 2022. We are awaiting monetary estimates for the tree work and for decorative lights.</li> <li>- Work on the elevator at the Robert Hartley Sports Complex is well underway. The equipment has been delivered after a delay of a few weeks. The installation should be completed by the beginning of October.</li> </ul>
<b>TP</b>	<ul style="list-style-type: none"> <li>- Currently analyzing bids for a consultant for the rehabilitation of West Street.</li> <li>- Paving for Stevens Street was scheduled for late August. Postponed to a later, undetermined date.</li> </ul>