

The Corporation of the Town of Blind River

REPORT

Report of the CAO/Clerk
Highlights of Municipal Departments
June 9, 2020

RE: Department Work Flow

PURPOSE

To keep Council apprised of daily/weekly Operations during COVID-19

(1) ADMINISTRATION

- CIP prepared to launch online with application
- Hard copy CIP documents to arrive for merchants to review
- Downtown Banner Project installed
- Strat Plan elements underway—full report to be submitted in September of achievements
- Library facelift that supports CIP progressing well
- Downtown Signage Project progressing well—ready to enter next phases
- Student workforce has started
- Ongoing C-19 changes and communication with staff to carry out legislation updates
- Second round of Modernization Grant project well underway with KPMG – attached work plan of processing being reviewed
- Weekly managers Zoom meetings are continuing – work plans are rolling out well
- Working through property issues that have been processed in error with MPAC through our Assessment Roll.
- Ongoing legal matters
- Daily updates on COVID-19 response to operations i.e. policies, signage, communication with residents
- Large influx of complaint/requests for service – mostly handled by staff; however some residents are still reaching out directly to myself or they are scaled up to me from staff when they are unable to address the issue.
- Working through planning with engineers on future projects or those that have not occurred as of 2020
- Working with Director of Public Works to enable him to take over the capital projects portfolio
- Working with the Farmer's Market to enable them to open and to provide an updated contract for Pavillion usage
- Weekly zoom calls with CAO's from Elliot Lake, Espanola, North Shore and Spanish to discuss COVID-19 operations
- Ongoing HR matters
- Review of contract agreement for water and sewer services
- Teleconference for Cyber Insurance
- Web meeting for process mapping with KPMG x5
- Weekly conference calls with APH and Algoma District CEMC's for COVID-19 Emergency

(2) FINANCE

- Variance Report (see attached)
- Modernization Reserve Tracking update (see attached)
- Sani-Star Dump Station (see attached)

(3) PUBLIC WORKS

- Culvert replacements and ditching has been completed on Robb Road, awaiting release of tender documents for resurfacing from Tulloch Engineering.
- Sweeping of town streets and rural roads has been completed.
- Boom Camp Road has been graded and gravel added.
- Docks have been installed at Lauzon and granary Lake Landings.
- McArther and Togo Street backyard ditches have been cleaned of debris.
- Patching of potholes has been ongoing.
- Half load signs have been removed.
- Ditching on Laborne Street has been completed.
- Winter sand has started to be stockpiled, JI Enterprises will be in the week of June 15 to commence winter sand screening.
- Ditching and culvert replacements has been completed in Eastman subdivision.
- New customer culvert installed on Astles Road.
- Sewer line camera inspection has been completed from Longview to the Pier 17. A damaged sewer pipe has been identified and repairs are planned.
- Public works assisted Parks and Recreation in the planting of numerous trees
- Fire Hydrant has been replaced at 90 Nadon Street.
- Work has commenced on Granary Lake Road in preparation for surface treatment.
- Work is underway for the installation of the new fountain.
- Modifications to the yard fronting the library is underway, bench relocated, directional sign relocated.
- Burials at the cemetery are now starting.
- Cemetery has been cleaned of leaves and debris.
- A new lateral sewer line was installed on King Edward.
- Waiting on the tender documents for the sidewalk replacement in front of the post office.
- Tires and scrap metal has been removed from the landfill site, another load of tires for removal is being arranged.
- Experienced several equipment issues causing downtime, backhoe, grader and a tandem.
- Weekly sewer inspections and road patrols are being completed.
- Placed more bear proof garbage bins along the Causley Street walking trail.
- Assisted with dock removals at the Marina.
- Completed numerous locate requests.

(4) PROTECTIVE SERVICES

Health & Safety

- Student health and Safety training
- New public works employee Health & Safety training
- Wrote new guidelines for COVID -19

Meetings have begun with the 4s team to begin our Health & Safety Audit.

Project Manager – Vithu Ganesanathan

Project Coordinator – Lauren Allen

System Coordinator – Rahul Pabba

We will be beginning with:

- Safety System Configuration
- System Training
- Upload in-class Training
- Review any existing documentation and recommend changes

All policies, procedures and guidelines have been sent in for review.

Building Department

- Received 51 Building Applications to date
- Issued 41 Building permits to date
- Updated CGIS addressing
- Zoning amendment by-law
- Field inspections
- Review of last year's open permits
- Final inspections completed to close open permits
- Pamphlets for building questions

By-law

- Street signs replaced
- Installed signage at parks and beaches
- Closed parks and trails
- Opened parks and trails
- Clean yard complaints
- Animal complaints
- Water reads
- Water repairs
- Flag inspections
- Parking meter collections
- Opened beaches and installed signage

Fire Department

- By-weekly Captains meetings
- By-weekly Training (zoom meetings with all fire fighters)
- New guidelines for COVID-19 response written
- Daily/Weekly firehall disinfection done
- Fire calls
- Weekly truck inspections and disinfection
- Weekly PPE reporting to OFM
- Hired 2 new Fire Fighters

(5) PARKS & RECREATION

- Benches to be installed at Town Park for baseball players
- Fencing repairs to be complete summer 2020 to remedy problem areas
- Community Support projects developing despite C-19
- Project to be submitted for Sellers Beach accessibility
- C-19 signage posted for users
- Fountain electrical updates and install
- Ensuring Farmers Market preparedness
- OAST grant reporting through C-19 progressing well

(6) TOURIST INFORMATION CENTRE

- Outdoor displays being freshened up to provide 10/10 first-impression while facility is closed
- Supporting initiative for gov support to update TIC facilities in Ontario
- Inventory organized for TIC through consignment program at TVM
- Awaiting instructional signage for site (water area)
- Project proposed to BRDC to improve product wayfinding on corridor

(7) MARINA & MUSEUM

- A Dock anchored
- C Dock project progressing well
- B Dock next to be anchored as well as Launch dock
- Operations can resume with A Dock in place as well as use of E dock for interim
- VHF Training arranged for new Staff via zoom and Squadron
- Capacity signage created and on standby for all Marine Park areas
- C-19 procedures developing as site progresses
- PPE packs are created for all workers to have access on their person at all times
- Marketing created and awaiting promotion
- Summer Art Show confirmed to run
- Amending “how we deliver” operations for Museum and Marina
 - Efficiency in operations
 - Allowing artists to earn an income through C-19 when many shows have been canceled
 - Delivering a professional, tidy, safe, and welcoming environment to users discovering their own community

- Featuring Marine history in TVM 2020 to tie in to marine operation.
- Focusing on providing services later than regular business hours to provide our community activities, thus reducing congestion
- Continued collaboration between Marina operators to problem solve and support boating

(8) ARENA

- Insulation for plumbing has arrived and will be installed as per Engineer
- Ongoing interior maintenance will be carried out on rainy days

(9) CEMETERY

- New Columbarium has been installed
- 4 burials to date with more pending in the upcoming months. Due to the current legislation of no more than 10 people allowed to attend families are holding off with hopes to have attendance increased.
- We are receiving numerous calls/inquires on this service
- Walk arounds are scheduled to occur to identify ground maintenance
- Received several concerns from residents with regard to the condition of our fencing at the cemetery – Request for new fencing will be brought forward in 2012 budget.

(10) MATINENDA LANDING

- Property cleanup continues
- Planters are planted, volunteers are watering to reduce Town costs
- Garbage is still a concern
- Docks are an issue and will need capital work/replacement in 2021, with repairs needing to occur this year to ensure health and safety is addressed

Respectfully Submitted,

Kathryn Scott
CAO/Clerk