To: Warden and Members of Council
From: Troy Speck, CAO
Date: August 7, 2019

Subject: CAO 2019 24 - 2019 Second Quarter Activity Report
Recommendation: To be received for information

Overview

The purpose of this report is to provide Council with information that serves to highlight the Corporate/Departmental work activities that have been undertaken to advance projects and priorities.

Background

Historically, a report such as this has been provided at the conclusion of each operating quarter through the calendar year.

Analysis

As the County work cycle continues, the second quarter represented a busy period for tendering for capital projects, and commencement of spring and summer roads maintenance.

This quarter also saw the launch of “Is your Urgency an Emergency” – an educational campaign, in partnership with Corporate Projects & Services, the Peterborough Family Health Team and 211, which was launched in conjunction with Paramedic Week.

Work continues on the negotiations of the Consolidated Municipal Services (CMSM) Agreement with the City, as well as the Memorandum of Understanding with Peterborough & the Kawarthas Economic Development, and the City.

With the recent announcement of Provincial changes, members of the leadership team have been participating in several meetings, both internally and externally to discuss the potential impacts.

The following information provides a listing of the activities undertaken within each of the Departments across the Corporation during the second quarter of 2019;
Administration

CAO

- Attended EOWC CAO’s planning meeting in Hastings County (May 3rd), Wardens’ Caucus meeting and lunch with MPP’s in Prince Edward County (May 24th), and a CAO’s planning meeting in Prescott Russell (June 27th).

- Attended EORN AGM and lunch with MP’s in Frontenac County; attended an EORN presentation to City Council re: Cell Gap Project.

- Attended Leadership Team meetings, touch base meetings with Directors, Council agenda review meetings, pre-meetings and meetings, including the Road Tour special meeting, PKED AGM, PKED BOD and Advisory Committee Mix and Mingle, PKED Nominations Committee Meeting, PKED’s Rural Tourism Symposium, JSSC Administrative Review and Committee Meeting, as scheduled.

- Attended the Emergency Management Senior Elected Officials Workshop; and Emergency Management Annual Education and Exercise

- Facilitated several meetings and discussions with directors and staff regarding strategic planning; capital projects and infrastructure funds; and Buckhorn bridges.

- Met with CM Mayor and Deputy Mayor and CAO to discuss Waste Management matters, and the possibility of Twinning with a Chinese City.

- Met with CM CAO to discuss development charges; arranged and hosted a DC education session for Council and Township politicians and staff featuring Andrew Mirabella from Hemson Consulting and Gary Scandlan from Watson and Associates Economists.

- Met with Lionel Towns re: additional LTC bed opportunities; met with PPH re: Sustainable Peterborough and climate change; met with PPH and City re: cannabis legalization and funding

- Completed Sanyas First Nations training

- Reviewed and signed off on annual Municipal Datacall, for blue box funding

- Held an exit meeting with Mary Catherine Masciangelo, Director of HR

- Participated in a MMAH teleconference re: Bill 108

- Participated in a meeting with Kawartha Credit Union re: mobile banking
• Attended launch of “Is your Urgency an Emergency” educational Campaign, in partnership with Corporate Projects and Services, the Peterborough Family Health Team and 211; in conjunction with Paramedic Week

• Participated in several meetings regarding the impacts of the recent Provincial announcements, including:
  • EOWC webinar with AMO Executive Director Pat Vanini and Monica Turner, AMO Director of Policy
  • EOWC/EOMC with MOHs re: Public Health Changes
  • Ontario Health Teams and Connected Care webinar
  • Internal staff meetings
  • Meetings with municipal partners

• Met with MPP Dave Smith, MPP David Piccini, Mayor Diane Therrien, and PRHC representatives re: Ambulance Service and Off Load Time Challenges

• Met with Insurance, Jewell Engineering, AECOM/GHD re: Buckhorn Bridges

• Introductory meeting with OSM CAO - Greg Bordua

• Provided greetings at the annual ISD luncheon; and to seasonal staff orientation session. Participated in the Corporate Awards selection committee.

• Attended the Annual Paramedic Recognition Event (celebrating new hires, long service, saves and baby births); the Lang Pioneer Village Museum spring Meet and Greet for volunteers, partners and staff, and participated in the Annual County Recognition Awards Ceremony.

• Toured Trent Valley Archives, attended Trent’s Cleantech Commons Symposium, and attended Trent’s Lands and Nature Areas Plan meeting.

Corporate Projects & Services
• Bush Country Signs Committee Management
• IT Managed Services discussions with Townships
• Awards – submitted to Hermes, Danby, MARCOM
• James A. Gifford/Trent U project
• LPVM/PCAHB Fire Plan with OSM
• PCCP efficiencies
• ICIP funding application
Sponsorship for LPVM

Clerk/Legislative Services
In addition to the normal cyclical functions of the Clerk’s Division as Council secretariat:

Participated in:
• Site Visit for Recognition Awards
• The Albatross of Re-writing the Procedural By-law Workshop
• Departmental Strategic Planning Session
• MFIPPA Workshop (AMCTO)
• Recognition Awards Ceremony
• Peterborough County Municipal Managers, Clerks and Treasurers meeting
• Recruitment for Deputy Clerk
• Regular communication updates with staff after Council Meetings
• Conducted necessary research to draft by-laws and held discussions and/or email exchanges where appropriate with County staff, Townships and/or County solicitor to finalize by-laws. Assisted departments with their research requests.

County Website / Communications
• Ongoing outreach through social media, County Connection videos and regular Council summaries

IT
• Starte of IT support for Trent Lakes
• One year anniversary of support for North Kawartha
• Migration of on premise Exchange to Microsoft Azure
• Beginning of deployment to O365
• 1550 HelpDesk Tickets to date in 2019

Lang Pioneer Village Museum:
• Village Renovations - new cedar shingle roofing completed on the General Store, School House, External Washroom and Horse Barn and a grey metal roof was put on the Visitor Centre. In addition, the Visitor Centre was extensively renovated. The upstairs offices received a reorganization and new partitions, the Museum Shop was given new updated look and the Main Gallery was turned into Theatre Space and the Mary Mood Research and Meeting Room.
• A new POS system and accompanying IT Hardware was acquired for the Museum retail areas at a significantly lower cost than the old system.
• The Village concluded a successful Spring Education Program with over 2400 students, teachers and parents participating.
• The Special Event Sponsorship Program was revitalized into a partnership program inviting stakeholders to become “partners”. The Partnership Program offers Season Partnerships and/or 5–year Premier Partnership opportunities. We are grateful to LLF Lawyers who have signed on as our Premier Sponsor and
Stewart Morrison Insurance who are committed to 2 years as one of our Season Sponsors.

PCCP
- Working with local services and City and County to find solutions for the homeless issues.
- Attended variety of meetings: JHSC, LM, Council, EM & Safety Forum, Ontario Health Team, ISD department meeting, PCC Conference, EOAPC meetings for QA, KPIs, and JSSC
- Submitted PCCP budget draft to Finance
- “Is your Urgency an Emergency” Program launched in conjunction with Corporate Services team, 211 and PFHT
- Number of investigations – QA & OPS
- Mediation with Union re: meal breaks
- Received Provincial funding announcement – attended number of meetings with local government, County and Ambulance Associations to consider future concerns to be addressed. Developed efficiencies study to demonstrate to Provincial and Local government how past efficient operation and postponing service enhancement to 2019 now leaves a funding shortfall.
- Redesigned Spring In-Service Continuing Medical Education to allow for savings pending Provincial Funding confirmation
- Newer ambulances experienced radio issues due to interference from other technology and equipment – repairs made

Emergency Management
- Provided training to Senior and Elected officials
- Emergency Exercise at the airport

Finance
- 2018 Year-end Audit and Financial Information Return Submission
- Completed Chart of Accounts Reorganization
- 2020 Budget Timetable and 2020 Budget Progression, including revision of schedules
- Completed Preliminary PCCP Budget
- Working on CMSM Revisions
- Working on Provincial Funding Change Announcements and Outcomes
- Resolved Cross Border Historical Reconciliation with the City of Kawartha Lakes and the Province of Ontario
- Finalizing new Procurement By-law
- Working on reserve plan update
• Ambulance Reporting completed and working on submission of 2019 Planning Document
• Grant submission for Caremobile Transit Vehicle

**Human Resources**

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**Planning**

- Reviewed the Amendment to the Growth Plan for the Greater Golden Horseshoe
- Continuation of work on County Official Plan update project – focus on policy development – 3 Technical Advisory Committee meetings held in Q2
- Attended Technical Advisory Group meetings regarding City’s Official Plan
- Presentation/participation at FCM Conference in Quebec City as a Panelist regarding the County’s involvement in the CEDI Project (Community Economic Development Initiative involving County, Selwyn, Otonabee-South Monaghan, PKED, Hiawatha First Nation and Curve Lake First Nation)
- On-going requests for pre-consultation meetings regarding development proposals (OPA’s, subdivisions)
- Direction to establish a Sewage System Management Working Group to identify sewage system inspection options for municipalities
- Release for review and comment of Draft Local Service Policy for County Development Charges
- 114 requests for preliminary reviews (year-to-date) for land owners regarding proposed lot severances. (122 for 2018 2nd quarter)
- Total of 2 new applications in 2019 to date for Plans of Subdivision for a total of 19 active plans
- 7 Official Plan Amendments in process
- Preparation of draft 2020 Budget for Department
- Demolition Permit obtained for County Forest House

**Land Division**

- 27 Land Division Consent applications received (36 for 2018 2nd quarter)
- Attendance at Ontario Association of Committees of Adjustment conference
- Continuation of scanning of old files for electronic archiving

**GIS**

- Property Assessment Review project:
  - Legal opinion secured and distributed
o Figures updated using current MPAC, parcel and building footprint data
- National Disaster Mitigation Program – Funding support for Phases 4 and 5 projects and Advisory Committee participation
- Latitude Geographics – Geocortex web-GIS upgrade negotiations nearing completion
- Esri Canada – SQL Server migration and software environment upgrade negotiations nearing completion
- Health and Safety – Ergonomic improvements to GIS workstations completed
- EORN – Significant analytics conducted to support project funding application
- ARIS – Data import and management procedures developed, but further automation needed to finalize
- Asset Management – GIS transferred management of data to ISD through MESH program tool
- Maintenance – Parcel, Roads, Official Plans, Zoning schedules, web-GIS updates, etc.

Infrastructure Services

Senior Administration

- Completed Council Road Tour and Council orientation presentation. Reviewed additional ways to provide Council with information between meetings.
- Working with Corporate Services to identify funding opportunities and awaiting decision on $10M ICIP funding application for Gifford Causeway and Yankee Line.
- Review of Department procedures and policies, including risk management, project management, minimum maintenance standards, fleet management. Completed Drone Usage policy and approved by Council.
- Engagement is included as a normal part of doing business for ISD, including environmental assessments, design, tendering, construction and commissioning of projects. Continued efforts to communicate and share information with First Nations, specific to the Causeway widening and County Road 20 EA.

Facilities

- Managing fee setting and collection for parking fees, access cards - working on reducing down time of the parking system during Q1. With the cold temperature and wet conditions the parking system usually encounters breakdowns. Weekly inspections and checks were carried out to ensure minimum downtime. Currently experiencing cabling issues that have taken down connectivity to one of our parking gate card readers. Working with Trent Security to find a repair.
- Working closely with the City, Police and service groups to reduce drug and alcohol use, litter, and overnight camping in Victoria Park. With July 1st closure of City run shelter, there are now over 50 tents in Victoria Park. Continuing to
maintain a safe park by making regular site inspections, removing garbage and tree trimming planned.

Operations

- Successfully carried out winter maintenance program. Tenders currently out for 2019 winter sand and 2019/2020 Buckhorn contract. Reviewing other winter control agreements with neighbouring municipalities.
- Completed annual sign inspection program and replacement of failed signs is underway. Sign inspection is using newly implemented work management software program (MESH) for signs.
- Completing routine patrols throughout the year and MESH program has been implemented to improve record keeping and accountability. MESH program to be a staged integration during Q2 and finalizing forms/documents for MESH for patrol.
- Fleet and equipment maintenance is ongoing. Street sweeping and grading equipment ready to go. Recruitment for two new positions for the Douro Depot, mechanics helper (hired) and fulltime mechanic (in progress).
- Tenders complete for 2019 new fleet and equipment. Three patrol trucks delivered, two tandem plow trucks at factory. Two tandem plow trucks still in progress at factory.

Engineering and Design

- Completed environmental assessments and detailed designs for road reconstruction projects. CR 48 EA progress meeting with HBM; storm water outlet to be developed.
- Tender, construct, inspect, administer and commission road reconstruction or expansion projects. Hot mix tender delayed due to staffing shortage hot mix tender commenced; schedule received for surface treatment tender.
- Technical review of CR 44 surface treatment issue, delayed due to poor weather conditions during the spring. Results from review have determined that it is a contractor warranty issue and remedial work is planned for July.
- Tender, construct, inspect, administer and commission bridge maintenance projects. 2019 list of priority repairs provided to contractor for completion. Work delayed in spring due to high water levels.
- Completed Public information Centres for Westwood/Union/Peter's Island Bridges; draft Stage 1 archaeologic investigations under review.
- Gannon's Narrows Bridge review of Transport Canada permitting complete in June and rehabilitation started. Crowe River Bridge replacement commenced. Keene Station Bridge replacement commenced.
- Causeway Widening - Council reaffirmed short term commitments. Fish monitoring complete; meeting held with DFO; Curve Lake First Nation to review; DFO permit pending issuance; project start planned for October and confirmed with contractor.
- Traffic Safety and Speed Zone Reviews - completed CR 29 Lakefield Road review and report to Council in June.
Waste Management

- Waste Recycling Curbside Collection - Conduct weekly blue box collections, contract administration, advertise recycling best practices. Rectifying customer complaints in Selwyn in partnership with Township, and completed advertising for severe weather collection occurrences.
- Waste Recycling at Sites - Conduct collections from sites as needed, repair and paint front end bin infrastructure, replace signage, replace 10 worst bins. Completed RFQ for bin painting/maintenance, signs for bins ordered, planning bin inspections to determine replacement needs. Scheduling of bin repair/painting ongoing, signs ordered and delivered.
- Waste Recycling at Parks - Review and update campground contracts, collect blue box material from campgrounds from May-October, enhance best practice education at campgrounds. Mailed contracts to campgrounds, requested information on access for new contractor, preparing enhanced education program to occur through Q2/3 2019. Contracts received and signed, ongoing education.
- Recycling Processing - Reduce overall incoming contamination and bagged material, receive and review invoicing, monitor revenues. Met with current contractor (HGC) to discuss contract pressures.
- Hazardous Waste - Delivered two mobile MHSW events. Met with HBM Township to discuss potential locations and events advertised. Fencing delivered for Buckhorn MHSW, met with HBM to discuss compliance concerns, coordinated Transport of Dangerous Goods training with local townships and City of Kawartha Lakes to deliver training. Depots opened June 1st.
- Transition Blue Box Collection and Processing Contractor - Advertising campaign aimed at reinforcing good recycling habits, temporary processing during site transition, orienting new collection contractor to routes, meeting with new contractor and township staff.
- Awarded new contract to Emterra, finalizing contract documents, completed meetings with Townships, preparing FAQ sheets for distribution, working with City on Joint advertising campaign, initial outreach to public complete, ongoing advertising development.

Financial Impact: None

Anticipated Impacts on Local and/or First Nations Communities: not applicable

Link to County of Peterborough Strategic Plan Priorities:

Corporate Communications

In consultation with: not applicable

Communication Completed/required:
Attachments: None

Respectfully Submitted,
Original Signed by
Troy Speck
CAO