



WEEK OF FEBRUARY 26, 2024

Administration Services

- Our new meeting management software called eScribe is now live! The software has replaced the original meeting management software called iCompass. eScribe offers a similar experience as iCompass in access to Council and Committee meeting agendas, minutes, reports, and more. Stay informed on upcoming Council and Committee meetings by subscribing to our Council and Committee Calendar [here](#).
- The application period for the Cemetery Grant Program is now open. Eligible cemetery operators are encouraged to complete the application for maintenance, improvements, and/or repair to a cemetery. For more information about the application process, please visit our website [here](#). Applications are due by March 31.

Corporate Services

- Staff met virtually with GHD staff to start the implementation of the website rebuild.
- Facility rental information, signage, checklists, and communication processes are being reviewed and updated.
- Special Event Permit application reviews are still underway for the following events:
 - Black Creek Rodeo in Lansdowne, scheduled for May 24 - 25, 2024, in Lansdowne.
 - Lansdowne Classic Road Race, scheduled for May 11, 2024, in Lansdowne.
 - Kingston to Ottawa Paddling Race, scheduled for August 10, 2024, in Seeley's Bay.
- There is still time for 2024 and 2023 secondary school graduates to apply for the [Youth Bursary Program](#). The application deadline is March 31, 2024.
- If your non-profit or charitable organization has a project or event that needs financial support, consider applying to the [Community Grants Program](#). The deadline to submit applications is April 5, 2024.
- For a list of local and area events, please refer to our [calendar](#).

Fire Services

Fire Services

- Fire Services responded to 4 incidents: 2 public service/police assist, 1 public hazard, 1 remote fire alarm.



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Fire Services cont'd

Fire Services

- On Monday, February 26, 2024, the Fire Fighter in Training (FFIT) Program had eight participants. The topic of the evening was Fire Prevention and Fire Extinguisher training. Each participant used various size fire extinguishers to extinguish the fire, using the Fire Extinguisher prop from the United Counties.
- After receiving a call from Charleston Lake Park and experiencing other hiking-related incidents in recent years, Fire Services recognized the need for additional equipment to assist in such situations. Given the vast number of trail systems in the township and the potential distances that may need to be covered, backpacks were assembled to provide survival, first aid, and replenishment supplies for first responders and patients. The Fire Services team would like to thank Smith Army Surplus (SAS) Kingston for assisting and donating some essential items.

Regional Training Center

- Regional TNFPA 1521 Incident Safety Officer course starts on Friday, March 1. There are 15 enrolled students after some last-minute cancellations.
- FIT Testing with the City of Brockville Water Department will be scheduled during the last two weeks of March.
- The Leeds RTC has purchased 16 SCBA packs, bottles, and masks from Augusta Fire Service to aid in training. These units will be used for training purposes and will help to ensure that SCBA units remain in service. The Fire Services Department would like to thank Chief Bowman, Augusta Fire Service, and the Township of Augusta for their continued support.
- Between January 1 and February 29, 2024, the RTC completed nine courses.

Fire Prevention

- A site visit to a commercial property was conducted with the building department.
- Assisted By-law with two properties by providing fire prevention information and two smoke alarms.
- Compliance orders were issued on a commercial property following an inspection.



Operations & Infrastructure

Administration

- 14 new service requests were received through our [Customer Portal](#), and 12 existing requests were resolved.
- The Roads crew completed 31 work orders; Parks & Facilities staff completed 31 work orders/Inspections.
- Website content updated to reflect changing seasons.
- Procurement activities for new, open, and upcoming calls were undertaken.
- Responded to customer inquiries regarding entranceways, drinking water, and grant money disbursement.
- Training update on asset management software with crew was completed.
- Staff attended the Arena Working Group meeting.

Roads

- One winter event - sanding in advance of a potential flash freeze was completed.
- One call in for trees down.
- Gravel road grading activities were carried out.
- Half-load restrictions were put in place.

Planning & Development

- Monday March 4 at 6:00 p.m. a public meeting will be held for a zoning amendment for the property at 981 Foster Bay Lane.
 - The purpose of the proposed amendment is to change the zoning of the subject lands, to satisfy conditions of the provisional consent approval for application B-115-23. The conditionally approved consent application includes the severance of 390 square metres of vacant land which is to be added to the property municipally known as 901 Wild Rose Lane, which is an existing waterfront property. It is proposed to rezone the severed lands from Rural (RU) Zone to Shoreline Residential (RS).