



# REPORT

## Chief Administrative Officer

**TO:** Mayor and Members of Council

**FROM:** Kristi Honey, CAO

**DATE:** January 9, 2023

**REPORT:** CAO-01/23 **FILE NO.**

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**SUBJECT:** 2022 – A Year In Review

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### BACKGROUND:

The following report highlights 2022 Accomplishments By Department, after another remarkable year for the Township of Uxbridge.

### DISCUSSION:

#### Clerks Department

- Successful administration of the 2022 Municipal Election
- Disposition of properties as per Council's direction
- Acquisition of property – Eco Gift application (acq set to close within weeks)
- Onboarding and orientation of new members of Council
- Inaugural meeting to swear in new Council
- Participate in Santa Claus parade committee
- Start recruitment of new Deputy Clerk Secondment of Clerk's staff and training of contract staff following departure of P/T Clerk's staff
- Start recruitment of volunteers for Committees and boards
- Undertook retrofit of Council Chamber AV system – training for same - permanent implementation of Hybrid Meeting system
- Initiated migration of Laserfiche from on prem to cloud based program (document management system)
- Initiated electronic signature system
- Implementation of new accessibility document management for the website

- Ongoing updates for the Township website
- Implemented new Election sign By-law
- Appointment of new Compliance audit Committee
- Administration of Mayor's Golf Tournament
- Search for new electronic operational program for vital statistics ie marriage lic and burial permits – currently using unsupported outdated program

### **Clerks - Animal Control**

- Program Tues. am radio segments (May)
- Participated in Coldest Night Walk – Charity for North House
- Catch and release of two foxes
- Participate in Santa Claus Parade Uxbridge and Scugog – licencing and neutering Promotion
- Acting Supervisor – 1 year – successfully trained
- Acting Animal Control Officer – 1 year - Successfully trained
- Reviewing Animal Control By Law – updating/amending Order to Restrain section, requirement to surrender found stray animals, Pit bull section, and welfare section.
- Held two Cat Adoption Events

### **Clerks - By-Law**

- Support Emergency Control Group (ECG) response to EF2 Tornado May 21
- Support Trail Sustainability Fund launch to Township (4Paiy)
- Held multiple support sessions at Townhall and Trail Heads for 4Paiy App
- Support and enforce Launch of Trail Sustainability Fund
- Participated in Coldest Night Walk – Charity for North House
- Support launch of Cloud Permit application
- Participate in Santa Claus Parade
- Work with Communication Officer – Advertisements reminders for overnight parking/ Trail Sustainability Permits/Sidewalks Clearing
- Reviewing Site Alteration By-law to include new regulations.
- Reviewing Traffic By-law to align with AODA and Township of Uxbridge Facility Accessibility Design Standards
- Reviewing Sign By-law – temporary signage
- Reviewing Boulevard Maintenance/Road Occupancy By-law for updates
- Reviewing Racing By-law.
- Up-dating in progress Taxi By-law to include ride sharing companies like Uber and Lyft.
- Added second PT MLEO Parking Officer
- Assist in migration from PEARL to CloudPermit – Template creation
- Manage administration of PEARL and CloudPermit
- 2022 YTD – 586 By Law Complaints / 515 Closed / 71 Ongoing
- 18% increase in from YTD 2021
- 2022 YTD – 785 Parking Part II Infarctions – 36% increase from 2021 YTD

### **Clerks - Communications**

- 2021 Year in Review video
- Publish History of Municipal Council
- Post-Storm Community Engagement Survey and Report

- Herrema Park Playground Replacement Community Engagement
- Fire Master Plan Community Engagement
- Communications, administrative and logistical support for:
  - o Launch of Trail Sustainability Fund
  - o ECG response to EF2 Tornado May 21
  - o Huck Finn event planning and communication
  - o Downtown Revitalization Project and the “Make it Real” phase
  - o EDI initiatives via communication, proclamation, flag-raising etc.
  - o BIA with parkette planning and project communication
  - o BIA for AGM preparations
  - o Budget Open House preparation and promotion
  - o elections communication and promotion including [Candidate Information Guide](#)
  - o Launch of Cloud Permit application
  - o Animal shelter fundraising and adoption events
  - o Order of Uxbridge Award
- Published Agricultural Profile of Township of Uxbridge
- Event management, planning, and communications for Santa Claus Parade
- Program Tues. am radio segments
- Prov. Cabinet Minister delegation planning and presentations
- Support all departments to deliver key messages over multiple platforms
- Write and publish Council and Committee of Council Highlights
- Arranged/communicated multiple funding announcements
- Official Opening of Multi-Sport Court

### **CAO Department**

- Head of Emergency Control Group (ECG) response to EF2 tornado May 21
- COVID-19 Wave 3 Lockdown organizational response
- Implementation of Performance Management with Objectives (Phase 1)
- Unconscious bias training for all staff
- Project Sponsor - Modernization investments
- Project Sponsor - Trail Sustainability Fund
- Project Sponsor – Downtown Revitalization Project
- Project Sponsor – Santa Claus Parade
- File Server migrations to Azure (complete)
- Cloud migration of systems (in progress)
- New provincially legislated policies (Right to Disconnect Policy, Electronic Monitoring Policy)
- Sponsor - Feed the Need Food Donation Drive
- Workplace Investigations, Labour Relations & Cessations
- Municipal World publications (3)
- Women of Influence publications (2)
- Health & Wellness Sessions in collaboration with Scugog and Brock
- Diversity Talent Attraction Strategy
- Hiring Immigrant Talent presentations
- Speaker – DRPS Leadership Series
- Speaker – Women of Whitby (WOW) event

## Community Services

- Seniors Community Resource Guide 'Bridge the Gap' – distributed 2,100 hard copies throughout the Township, plus a digital version on the Township website.
- 1215 participants in summer camps
- 123 children participated in Library TD Summer Reading Program.
- 62,762 items were checked out of Uxbridge Library location plus 4,834 items out of the Zephyr location (as of Nov.30, 2022)
- New Installation of REALice water deaeration system for sustainable ice flooding practices, through partnership with Elexicon Inc.
- Collaboration with Lions Club on the Accessible Playground design
- Winterizing Elgin Park washroom
- New Elgin Park Pavilion
- New Elgin Park Lighting and path of inclusion
- New irrigation and soccer field improvements at the FOU
- New baseball diamond at FOU with accessible pathways
- New paid parking at the FOU
- New lights for soccer fields, Pump Park and Skatepark
- New Herrema Playground
- Library Masonry repairs (lower levels)
- Uxpool – New Computerized Chemical Distribution system
- Uxpool - Ceiling Tile Anchorage Replacement
- Trails – 109 New posts, 49 dedication plaques, \$12,300 revenue to the Trail improvement fund
- **Grants:**
  - o \$747,750.00 CCRF grant for Elgin Park
  - o \$500,000 OTF Community Building Fund grant for FOU lighting
  - o \$500,000 FedDev tourism grant for FOU improvements
  - o \$17,566 Re-opening Fund for Heritage Organizations (Museum) grant
  - o \$2,936 Community Development Grant (Jumpstart)
- **Partnership Grants:**
  - o \$30,170 Tourism- 2022 Partnerships/Sponsorships
  - o \$71,964 Partnership with USHS on a FedDev tourism grant for the Museum school house
  - o \$62,098 Partnership with the Friends of the Foster for a FedDev grant (lighting, beautification, marketing and promotion)

## Development Services Department (Building & Planning)

- Emergency Operations Centre response team to EF2 tornado
- Managing highest volumes in the Township's history of permits & applications
- Onboarding new building inspector
- Implementation of CloudPermit for online permits & planning files
- Bill 23 analysis and recommendations

## Fire Department

- Emergency Operations Centre response team to EF2 tornado
- New aerial, inspections, delivery and training

- Five new recruits brought on board to replenish ranks, will complete Uxbridge recruit training end of Aug
- Promotions completed: Capt. Mike McCullough, Acting Captain Jason Gregor, Chief Mike MacDonald
- Replacement tanker tendered and contract awarded
- Recruit class of four for 2023 pulled from waitlist of 2022 recruitment and screened / tested to start Jan. 2023

### **Public Works**

- Emergency Operations Centre response team to EF2 tornado
- 4 Km of road were repaved
- 7.5 Km of gravel road were converted to Surface treated roads
- Large quantities of brush were removed and disposed of after the EF2 tornado
- Replaced many culverts for maintenance purposes.
- Repaired a large amount of deficient sidewalks
- Repaired Bridge 102 (Concession 3)
- Re-constructed Seniors Centre washrooms into completely accessible washrooms
- Re-constructed Sanford Hall washrooms into completely accessible washrooms
- Budgeted for a bridge replacement with East Gwillimbury
- Tandem truck ordered and expecting delivery before Christmas.

### **Treasury**

- Toboggan Site Inspections – Third Party review through Durham Municipal Insurance Pool (DMIP) & recommendation made to make these areas safer and minimize risk – referred to Parks
- Asset Management Plan (AMP) - met the regulation timelines - July 1, 2022 – required to develop enhanced AMPs covering core infrastructure assets (which include roads, bridges, culverts and storm water management assets) - plan was approved by Council;
- Development Charges (DC) – Amend current DC Bylaw and DC Charges - to reflect the removal of the 10% discounted rate and assess the category of services to which DCs can apply and to undertake all the statutory steps (public meeting, make the plan public, receive comments from the Public) required to amend the Township's DC by-law
- Audit of current Payroll System –staff have commenced implementing recommendations in preparation of HRISmyWay implementation.
- Completed Municipal Disaster Recovery Assistance Program claim filing
- Reappointed Deloitte as Township Auditors for a 5-year term
- Grant applications & grant reporting
- New modernized Purchasing policy, procedure & guidelines and training
- Implemented Central Square's Ownership Change Surcharge module for Property Tax, as well as ability to email cash receipts and e-send Tax Bills (Tax billing via email to be investigated for 2023)
- In process of completing automatic online donation receipts that will be issued when donations made on website; will be completed by year end.

**RECOMMENDATION**

THAT Report CAO-01/23 be received for information;

Respectfully Submitted by:

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Kristi Honey (CAO) & Department Heads