

Quarterly Update Report

Title: CAO Department 2025 Q1 Update

Report Number: CAO General-2025-07

Meeting Date: Wednesday, April 23, 2025

Introduction

The information contained in this report is intended to provide Council with an overview of the activities and operations of the CAO Department for the specified reporting period of January-March 2025 (Quarter 1).

Council Relations/Event Coordination

Council members were invited to and present at several business recognition ceremonies and community events in the first quarter including:

- The Reformer Room Grand Opening
- Kincardine Physiotherapy and Training Grand Opening
- Harbour Rose Boutique 5-year Anniversary
- Kincardine Kudos
- Bruce County Federation of Agriculture Politician's Meeting
- The BIA Breakfast
- Monthly "Mayor's Minute" with Shoreline Classics

The Mayor and/or members of Council were also present at several meetings with and without staff including:

- Regularly scheduled Council meetings
- Committees of Council meetings (e.g. Accessibility Advisory Committee, Heritage Committee, BIA, etc..)
- Research Advisory Board
- Board of Health
- MAT Tax Presentation
- Smart Beach/SwimSmart
- Nuclear Innovation Institute (NII)
- Canadian Nuclear Safety Commission (CNSC)
- Bruce Power (BP)
- Ontario Power Generation (OPG)
- Intergovernmental meetings with neighbouring lower and upper tier municipalities
- Ontario Provincial Police (OPP) Annual Billing Meeting

- Canadian Association of Nuclear Host Communities (CANHC)
- Special Council Meetings- Budget
- ROMA Conference Delegation Meetings with Ministers

Special Council Meetings – Budget

Council and Staff attended five council meetings for deliberation on the 2025 budget, which occurred primarily in the first quarter. Subsequent to the approval of the budget all departments proceeded with procurement and work on special projects.

ROMA Conference- 2025

The CAO and Mayor, along with 5 other members of Council travelled to Toronto January 19-21, 2025, to participate in the annual Rural Ontario Municipal Association (ROMA) Conference. The CAO and members of Council took part in key-note speeches, concurrent learning opportunities, networking sessions, an information breakfast with MPP Lisa Thompson, and delegation meetings with provincial ministers including:

1. The Ministry of Infrastructure

Issue: The Municipality of Kincardine is experiencing growth in population and housing demand, placing increasing pressure on its water infrastructure. To ensure the municipality is able to support requests for current and future development the municipality has initiated the Environmental Assessment process.

Request: Provincial financial support for the expansion and upgrade of water infrastructure to meet current and future needs, which are vital to sustaining housing growth and community development.

2. The Ministry of Education – Hon. Jill Dunlop

Issue: Construction of the Bluewater District School Board's new Kincardine District Senior School

Request: That the Ministry of Education commit to supporting funding for infrastructure investments required for the development of the construction of a new Kincardine Senior Secondary School.

3. The Ministry of Energy and Electrification – Parliamentary Assistant Rudy Cuzzetto

Issue #1: Costs that should be borne by Ontario's electricity users have shifted to Kincardine residents and property owners because of the Province's property tax assessment models that apply to Ontario's nuclear generation facilities. The provincial policy is disconnected from the market valuation assessment causing local taxpayers to increasingly pay more of the share

Request #1: That the Province initiate an immediate review and update of the assessment methodologies currently prescribed for electricity industry properties

Issue #2: Local municipalities, like Kincardine, face challenges in fully participating in licensing processes and hearings for nuclear projects.

Request #2: That financial support be made available to support host communities for capacity-building support.

Canadian Association of Nuclear Host Communities (CANHC) Meeting-Cobourg

The Mayor, CAO, and Nuclear Strategist travelled to Cobourg in February 2025 to attend the CANHC meeting hosted by Clarington. Attendance at these meetings as host community the Bruce Power has been extremely beneficial in keeping current in the nuclear industry as a host community and the impacts felt by the community as a result of hosting a nuclear facility. Discussions and partnerships with other CANHC member communities are helping to support opportunities for limited federal funding that is otherwise not available.

International Atomic Energy Agency Stakeholder's Meeting

Preparation is underway to support the Mayor's participation in the first ever International Atomic Energy Agency (IAEA) Stakeholder's meeting in Vienna, Austria at the end of May. The event is expected to highlight the importance of the need for strong relationships and engagement between industry and nuclear host communities at an international level.

Project Coordinator - Nuclear Strategist

The Nuclear Project Coordinator began the new position on January 6, 2025. Bruce Power and the Municipality of Kincardine entered into a two-year agreement providing the municipality annual funding to support one "Nuclear Liaison" staff position within the Municipality. The office is situated in the CAO's department and directly supports the municipality's participation in the Bruce C assessment project, which is being conducted by the Impact Assessment Agency of Canada (IAAC) in collaboration with the Canadian Nuclear Safety Commission (CNSC). In the first quarter, the CAOs department has worked to onboard, orientate, and establish this new role.

The County of Bruce and Town of Saugeen Shores also received funding from Bruce Power for nuclear coordinator positions and both positions have now been filled. The Coordinators are now meeting on a weekly basis with the Bruce C team and WSP consulting to coordinate upcoming work, understand areas of interest and potential impact for municipalities as they relate to the proposed Bruce C project. Meetings involving the municipal CAO's are scheduled monthly.

In addition to the above, the Municipality of Kincardine CAO and Nuclear Project Coordinator have participated in several meetings in the 1st quarter, including:

- Bruce Power
- MP Ben Lobb
- Impact Assessment Agency of Canada (IAAC)
- Saugeen Ojibway Nation – Environment Office
- Canadian Association of Nuclear Host Communities (CANHC)
- Municipality of Port Hope – potential host of the OPG Wesleyville nuclear site
- Ontario Power Generation (OPG)
- Canadian Nuclear Safety Commission (CNSC)
- Nii Clean Energy Frontier Regional Steering Committee
- Various consulting firms

The Nuclear Project Coordinator assisted in planning and coordinating meetings for the Canadian Nuclear Association (CNA) conference in Ottawa this April.

The Municipality and County, through CANHC, received \$8,000 in IAAC Public Participation Funding to hire consultants to support upcoming work and participation in the IA process. A copy of the consultant's report, case study (which was presented to CANHC), and road map on expectations regarding impact will be shared with Council once complete.

Although the Bruce C project assessment is currently paused in the planning phase, municipal staff continue to advance knowledge and understanding of the new IA process through ongoing meetings and research. Simultaneously, we are also advancing awareness with some key stakeholders on future opportunities and host community challenges, such as the property taxation of energy generating facilities. We hope to continue advancing these strategic priorities in the coming months.

Surplus Lands

The CAO department continues to meet with the legal team to action the lands deemed surplus by Council and prepare them for disposition. The 4-week notice period for Birchwood Blocks 14 and 15 is complete, and the 4-week notice period for Inverhuron Lots 2, 3, 4 Albert W are currently underway. There are two more properties that have already been declared surplus by Council which the CAOs department is working with the legal team on to draft formal Notices of Proposed Disposition of Land for including the Kincardine Motel Entrance and 543 Bervie Sideroad. Once complete, these notices will be published for a period of four weeks to allow for public comment or questions.

The CAO department is working with local brokerages to contract a local, qualified realtor to represent the municipality in the sale of these lands whose notice periods have expired.

All Staff Training Half Day

The CAO department, together with the Manager of Strategic Initiatives and Human Resources have been planning and coordinating an "All Staff Training Day" scheduled for May 1, 2025 at the Davidson Centre in the first quarter. The All Staff Training Day will include staff training, organizational updates, team building exercises, and recognition of staff and organizational achievements, fostering a positive work environment and team cohesion.

SMART Beach/SwimSmart

The CAO department, together with applicable staff, council, and specific interest group members have been meeting in the first quarter to discuss SMART Beach/SwimSmart technology and the possibility of implementing that here in the municipality. The SMART Beach/SwimSmart project is a data and information signal system, with coloured lights identifying the conditions of the beach/water in real time. This team is in the initial planning stages but foresee positive outcomes from this project. The SMART Beach team recently met with University of Waterloo staff, in person at the municipal office as well as on site at Station Beach, to discuss this technology, its implementation and installation, the messaging, and roll out. The CAO department will continue to support this project, and the team members included in it throughout the second quarter and as needed with the hopes of moving this project forward in a timely manner. This project will enhance the safety and communication surrounding beach/water safety for residents and visitors to the area, with real time updates coming through as conditions change.

Policies and Policy Development

The CAO department worked with the Legislative Services team in the first quarter to organize/update all of the current policies as well as repeal all of the outdated policies. The CAO department continues to work with staff across the organization to update all the current policies that still need to be reformatted and merged under the new policy organization and numbering system. A formal “Policy Review Schedule” was then created by the CAO department and distributed to all other departments. This policy review schedule will ensure that all current policies that are still under the old numbering system and format will be reviewed, updated, and merged to the new policy system by the end of the current council term. After this Council term, the policy review schedule will ensure that all current policies will be reviewed at least once, every Council term going forward to ensure the organization is keeping current, to ensure the policies are still valid, and to ensure they align with current industry standard best practices.

In the first quarter, the CAO department was responsible for reviewing, assigning, and updating the following policies:

- *Updated* Council Remuneration and Expense Policy – COUNCIL.04
- Health and Safety Policy – HR.04
- Harassment Prevention in the Workplace Policy – HR.05
- Health and Safety Policy – HR.06
- Social Media Policy – HR.08 (*still to come to Council*)

Service Requests

The CAO department continues to support all departments in managing service requests from the formal website submission process. In the first quarter of 2025, the Municipality of Kincardine received the following Service Requests:

Service Request (SR) Category	# of SRs Received	# of SRs Requesting Follow Up	# of SRs Followed Up On	# of SRs Unrelated to Service Area*	Notes
Garbage and Recycling	2	2	2	1	1 service request was forwarded to By-Law for follow up. Case was reviewed and closed.
Roads and Sidewalks	21	19	18	0	1 service request as not followed up on as issue addressed prior to admin receiving the request.
Signs, Streetlights, Trees	2	2	2	0	1 service request related to trees needed to be forwarded from Operations to Parks as the trees were located along a public walkway/trail.

Water/Sewer	1	1	0	0	Impacted by staff capacity in first quarter to assist with follow-up calls.
Drainage	0	0	0	0	N/A
Accessibility	4	3	2	4	All 4 accessibility service requests had to be forwarded to other departments.
Animal Control	0	0	0	0	N/A
Parking	2	1	1	2	All parking service requests forwarded to By-Law Enforcement for investigation and follow up.
Property Standards	0	0	0	0	N/A
Billing	1	1	1	0	N/A
Facilities, Parks and Trails	9	6	6	0	N/A
Website	0	0	0	0	N/A
Other	22	20	20	22	All service requests received under "Other" had to be triaged and forwarded to other departments for review and follow up.

**These requests and those submitted under "Other" are received and then routed to the correct service area for follow-up.*

Volunteers and Volunteer Planning

The CAO-EA continues to triage volunteer applications received through the formal application process for The Municipality of Kincardine associated projects and events. Volunteer applications are received for the following opportunities:

- Kincardine Trails
- Special Events
- Welcome Centre
- Canada Day Planning Committee
 - New opportunity that opened and closed in the first quarter of 2025 as the planning group filled all the positions through this process

The CAO-EA met regularly in the first quarter with the Volunteer Appreciation Committee to initiate and organize the 2025 Volunteer Appreciate Event scheduled for September 25, 2025, at the Davidson Centre. This is a great evening to recognize, appreciate, and thank the many volunteers who gave their time and energy to help the municipality with its daily operations and events.

In the first quarter, the CAO department was responsible for reviewing and triaging the following volunteer applications:

- Kincardine Trails: 9 Applications (59 Total Volunteers Rostered)
- Special Events: 9 Applications (102 Total Volunteers Rostered)
- Welcome Centre: 6 Applications (15 Total Volunteers Rostered)
- Canada Day Planning Committee: 4 Applications (4 Total Volunteers Rostered)

Staff Relations and Administration

The CAO continues to support and assist the Senior Leadership Team (SLT) as needed with various ongoing projects. The CAO continues to meet weekly with SLT for collaboration, accountability, and cohesion. The CAO also continues to attend the monthly Bruce County CAO's meetings held on the last Wednesday of each month. These meetings are hosted on a rotating schedule of CAOs across Bruce County.

Monthly administrative assistant meetings continue to be held to encourage cohesion, alignment, consistency, and effective communication across all departments in the organization. Meetings include presentations, policy review, and department updates. Meetings are hosted by a rotating schedule of department administrators.

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