

ADMINISTRATION REPORT

July to September 2024
(Q3-2024)



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Message from the Chief Administrative Officer

The third quarter of the year is marked by many events including a brief break from our regular council meetings. While this period may be perceived as an opportunity to unwind, many events and activities kept us fully occupied.

During this period, the Township continued its focus on provincial advocacy during its participation to the Association of Municipalities of Ontario (AMO) Conference. We had the opportunity to meet with several provincial ministries including representatives from the Ministries of Infrastructure, Sport, Treasury Board, Finance, Health, Natural Resources, Tourism, Culture and Gaming, and Rural Affairs. These delegations allowed us to engage directly with provincial officials, advocating for municipal priorities and seeking support for key initiatives outlined “here”. By highlighting local needs, we strengthened our relationship with the provincial government and reinforced our commitment to ensuring that our region’s interests are represented in broader policy discussions. Learn more [here](#).

Through the third quarter, my attendance to a variety of important meetings and events has provided both valuable successes and learning opportunities.

- ❖ My attendance with the mayor in discussions with the Township of Laurentian Hills and Bil Smith from the Community Resource Centre in Killaloe, along with the Pikwakanagan Connecting Workshop offered deeper insights into water and wastewater operational opportunities, local childcare operations and recreational programming and value of cross-regional partnerships.
- ❖ Attending the Senior Active Living Centre Opening and Tourist Booth Volunteers luncheon highlighted the importance of recognizing community volunteers and fostering senior engagement.
- ❖ The individual councillor mid-year review with the Mayor provided an opportunity for reflection on our progress and alignment with Council’s priorities.

These engagements have enriched our understanding of both local needs and broader municipal trends, providing valuable lessons to guide our future work.

As CAO, I want to acknowledge the ongoing commitment of our employees to delivering a high level of service and ensuring the resources needed for uninterrupted operations. My focus remains aligned with Council’s Strategic Direction to fostering a culture of professionalism and teamwork while integrating fresh perspectives, and creating a welcoming environment for new colleagues, all contributing to making our community a great place to live.

Sincerely,

Ivan Burton
Chief Administrative Officer

Community Development

Community Development includes planning, building, economic development, and corporate communications matters which include the township's social media, website, news releases, and publications.

By the Numbers

Building Permits

- 49 building permits have been submitted in the third quarter of 2024 with the estimated construction value of \$7,200,084.70.
- 8 new SFD, 18 new garage or additions, 2 pools, 2 decks, 12 septic, 3 commercial, 5 agricultural.
- 3 minor variance, 5 zoning amendments, 9 severance application have been reviewed.
- In 2023 from January to end of September 147 permits valued at \$18,939,011.00 and in 2024 148 permits \$20,081,716 in the same time frame.
- We have been very busy working with the planning department and helping out as they require it.

Planning Applications

- Number of applications Received by the Planning Department: 2 Zoning By-law amendments; 2 Consents, 4 Minor Variances
- Number of applications Presented to Committee of Adjustment/Council: 0 Zoning By-law Amendments, 5 Consents, 3 Minor Variances
- We continue to work with applicants on 4 active Site Plan Control applications and 3 draft-approved Plans of Subdivisions in the detailed design phase.

Communications¹

- Facebook
 - Reach²: 43,100
 - Content Interactions³: 1,800
 - Number of Followers by end of Q2: 4,472
 - Best performing post reached 18,900 (public incident notice)
- Instagram
 - Reach: 494
 - Content Interactions: 68
 - Number of Followers by end of Q3: 1,088

Workplan & Strategic Plan Progress

- Closed tourist booth after a successful season with a thank you luncheon for volunteers
- In partnership with the Ottawa Valley Tourist Association, had township photography taken by a professional photographer.
- Advanced Phase II of Township's marketing project (Local Activity Guide)
- Continued to support the County of Renfrew in planning of the Small Business Week workshop at the Township office, Taste of the Valley, and Agriculture Economic Development and Planning Forum.

Key Activities

- Planner, Alex Benizie, is now on maternity leave until December 2025. Alex Pysklywec will be replacing Alex Benzie while she is away.
- Planning/EcDev staff attended a tour of local business Glass House Botanics organized by the County of Renfrew
- Planning/EcDev staff Attended webinar "Filing Gaps in the Agri-Food Supply Chain" by the Ontario Federation of Agriculture
- Re-initiated Township welcome packages for new residents, including a new welcome letter from the Mayor
- Redesigned and printed new "Where to Eat" brochure to market local eating establishments
- Designed and purchased a retractable banner and branded table runner to be used at events that the Township participates in

Look Ahead

- Township staff are looking forward to assisting the County with the Small Business Week workshop and the Taste of the Valley events.
- Planning/EcDev staff are looking forward to attending the 2024 Municipal Agriculture Economic Development and Planning Forum from October 22 to 24 in Pembroke.

Community Services

The Community Services Department is responsible for the maintenance and operation of the municipal arenas, parks, boat launches, ball diamonds, beaches, and active transportation. The department also leads partnership with closely with community stakeholders.

By the Numbers

Community Services

- Cobden Ball Diamond Total 32.75 hrs (July=27.75 hrs, Aug=5 hrs, Sept=0 hrs)
- Cobden Arena Slab Total 29 hrs (July=18 hrs, Aug=11 hrs, Sept=0 hrs)
- Cobden Arena Ice Total 69 hrs (July/Aug – NA, Sept=69 hrs)
- Cobden Arena Hall Total 25.5 hrs (July/Aug=0, Sept=25.5 hrs)
- WWR Grass Cutting rotated weekly by two teams of Community Services Staff:

Location	Size- Acres	Size- Square Footage
Cobden		
Cobden Tourist Park	2.35acres	102,580 sq ft
Cobden Beach	0.33 acres	14,490 sq ft
Cobden Water Treatment Plant	0.050 acres	2,160 sq ft
Cobden Sewage Plant	0.099 acres	4,300 sq ft
Cobden Astrolabe Arena	0.99 acres	43,150 sq ft
Cobden LCBO	0.46 acres	20,022 sq ft
Cobden Water Tower	0.074 acres	3,224 sq ft
Cobden Alva Drive Cemetery	.042 acres	18,200 sq ft
Mineview Roads Garage	0.29 acres	12,750 sq ft
Sutherland Road Cemetery	0.86 acres	3,750 sq ft
Mcleese/McLarens Cemetery	.29 acres	12,816 sq ft
Gould Street	0.032 acres	1,400 sq ft
Total Cobden	5.57 acres	238,842 sq ft
Haley Station		
Haley Station Fire Hall	1.26 acres	54,910 sq ft
Haley Sation Water Plant	0.054 acres	2,360 sq ft
Total Haley Station	1.34 acres	57,270 sq ft
Foresters Falls		
Foresters Falls Senior Center	0.42 acres	18,311 sq ft
Foresters Falls Museum	0.054 acres	2,353 sq ft
Foresters Falls Fire Hall	0.042 acres	832 sq ft
Foresters Falls Rink	0.277 acres	3,482 sq ft
Foresters Falls Ball Diamond	2.45 acres	106,750 sq ft
Total Foresters Falls	3.24 acres	131,728 sq ft

Beachburg		
Beachburg Playground	0.20 acres	8,740 sq ft
Beachburg Arena	0.08 acres	3,528 sq ft
Beachburg Fire Hall	0.026 acres	1,152 sq ft
Beachburg Water Treatment Plant	0.065 acres	2,829 sq ft
Beachburg Sign	0.067 acres	2,898 sq ft
Beachburg Mill Pond	0.13 acres	5,600 sq ft
Total Beachburg	0.57 acres	24,747 sq ft
Westmeath		
Westmeath Ball Diamond + Cenotaph	1.52 acres	66,304 sq ft
Westmeath Arena + Firehall	0.35 acres	15,064 sq ft
Westmeath Roads Garage	0.61 acres	26,274 sq ft
Westmeath Parkette	0.11 acres	4,752 sq ft
Westmeath Lookout	0.69 acres	30,121 sq ft
LaPasse Boat Launch	0.54 acres	23,600 sq ft
Total Westmeath/LaPasse	3.82 acres	166,115 sq ft
Total in Whitewater Region	14.54 acres	618,702 sq ft

Whitewater Seniors

➤ Meals on Wheels:

- Since February 2024:
- Number of Meals Delivered: 2342 meals
- Number of Volunteer Hours: 425 hrs
- Number of KM's covered: 7418 km
- Feb & March: 621
- April – June: 816
- July – September: 905
- Comments/Quotes...
 - Our lunch was totally amazing!! The salad with so much variety and the awesome dressing!
 - The cabbage roll was delicious, and you could tell the potatoes were fresh from the garden.
 - The dessert was over the top. I don't know what it was called but the combination of almonds, plums and lemon was scrumptious!
 - You couldn't have prepared us for that over-the-top meal! What a hit!

➤ Frozen Meals:

We offered a Taste Test workshop that allows clients to try the various frozen meals. We also offer some desserts from a local baker. This was thoroughly enjoyed by everyone and increased our numbers.

- Jan – March: 386 meals
- April – June: 393 meals
- July – Sept: 501 meals
- Comments/Quotes...
 - Pleasantly surprised how good the meals were
 - Food was excellent
 - Great portion sizes

- Very flavourful
 - Great service for our local senior population
 - Wonderful to try the meals before ordering
- Curbside Meals
 - 244 Free Community Meals have been delivered since January
 - 775 meals in total January-September 2024

Workplan & Strategic Plan Progress

- Completion of the dehumidifier capital project – Cobden Arena.
- Review User Fees and agreements
- Further digitize facility bookings
- Complete ice schedule

Key Activities

Community Services

- 3 Baseball/softball organizations using the diamond on a weekly basis for games and practices. The main users of the Ball Diamond were; Cobden Minor Ball, the league was finished by mid-July. Lades Slo-pitch league ended mid-August. UOVLL used the Ball Diamond until the end of July, using the diamond for practices and games
- Cobden Park – Band stand was cleared up from all the brush/foilage that was growing on the backside with help from Public Works. Unsafe tree removal and tree inspection completed
- Cobden Beach - retaining wall was cleared of some weeds and brush. New cement pad replaced beach house deck completed. Muskrat Watershed placed new educational sign at the Cobden Beach regarding the Muskrat Watershed.
- Visitor Centre – Contractor completed repair of walkway and stairs.
- All arena septic tanks serviced. Facility inspections completed monthly by staff.
- Beachburg Arena – Preparation of arena for fair. Ensuring safety of users until completion of the work in the Dressing room by contractor. Work Completed in August.
- Cobden Arena - Repair Air Conditioner, repair roof, annual maintenance on fuel appliances, waxing of floor, painting bleachers and dressing rooms, and ice resurfacers maintenance complete.
- Westmeath Arena – Installation of concrete barriers to protect the septic tank area and taping of pickleball lines on concrete pad. End of season outside clean up day in partnership with volunteers. Public Works assisted with back door area grounds maintenance. Regular facility cleaning as rentals required.
- Ice schedule adopted and rental agreements completed for seasonal ice users.
- Email list and insurance information shared to all ice users in preparation for September. Online booking of Cobden Arena and ball field initiated. Township website updated as required with staff.

- Preparation of the Arena facility for the Cobden Fair.
- Cobden Pickleball on Cobden Arena Slab Tuesdays/Thursdays and moved to Cobden Arena Hall September 3rd 2024 as ice operations began.
- ConnectWell Fitness Classes started back up in the Cobden Arena Hall September 9th 2024. Fitness Classes are held 3x a week in the Cobden Arena Hall.
- Cobden Refrigeration Plant start-up organized for the start of September. Refrigeration Plant Started up on September 5th. Ice making process began September 6th, with the team working overnight and during the day to make ice. First Ice in Cobden September 16th 2024.
- Part-time/Seasonal Arena staff have started for the ice season. Two new Arena Attendants were hired and have started working.
- Westmeath Parkette – Hydro design
- WWR Lending Hub - The Lending Hub equipment was used 10+ times. Users were very pleased with being able to borrow Kayaks/SUPS and the proper safety equipment. Main comments: the public could try out the equipment before purchasing, they didn't have the room to store the equipment at home, so it was nice being able to pick it up and return it the same day. Comments were made to make the Lending Hub more accessible to members of the public that did not have a method of transportation for the equipment.

Whitewater Seniors

- WW Seniors Lending Hub – 19 items were borrowed regularly throughout the summer.
- Funding application - Seniors Active Living Fair – Successful.
- Sept 18 - Whitewater Seniors Active Living Centre (SALC) Grand Opening & Ribbon Cutting
- **Support Services**
We offered a handyman for clients this month, aiding them in small repairs such as plumbing, gutter cleaning, fixing handles/railings, ramps, etc through local contractors in partnership with Eganville and District Seniors.
- **Friendly Visiting**
We have partnered with ConnectWell and Carefor to offer Friendly Visiting in the WWR. A few of Whitewater Seniors Volunteers are assisting this program as well. It is just in the preliminary stages; however, we have 7 clients using this service in WWR.
- **Foot Care Clinics**
We now offer two-foot care clinics each month: one in Cobden and one for the rest of Whitewater. We serviced 21 seniors with 33 visits. In-home services are offered as needed.
Comments/Quotes
 - My parents' footcare went well as before and it is greatly appreciated. They are so pleased with the convenience of being home...and not having to make an appointment in Pembroke....and that the cost is so affordable. My dad has never had footcare until now, so this has been so very good for him.

- **NEW - Links2WellBeing – Social Prescribing**
6 clients using the service
- **Bus Trip Partnerships since February 2024**
2 - Bus Trips (Tulip Festival Ottawa and Fall Leaf Tour) – Renfrew and Area Home Support and Eganville District Seniors
- **Lending Hub**
7 - Individuals used the service
19 - Items borrowed
- **Transportation**
In partnership with Carefor Community Health Care Services
16 trips – 9 clients

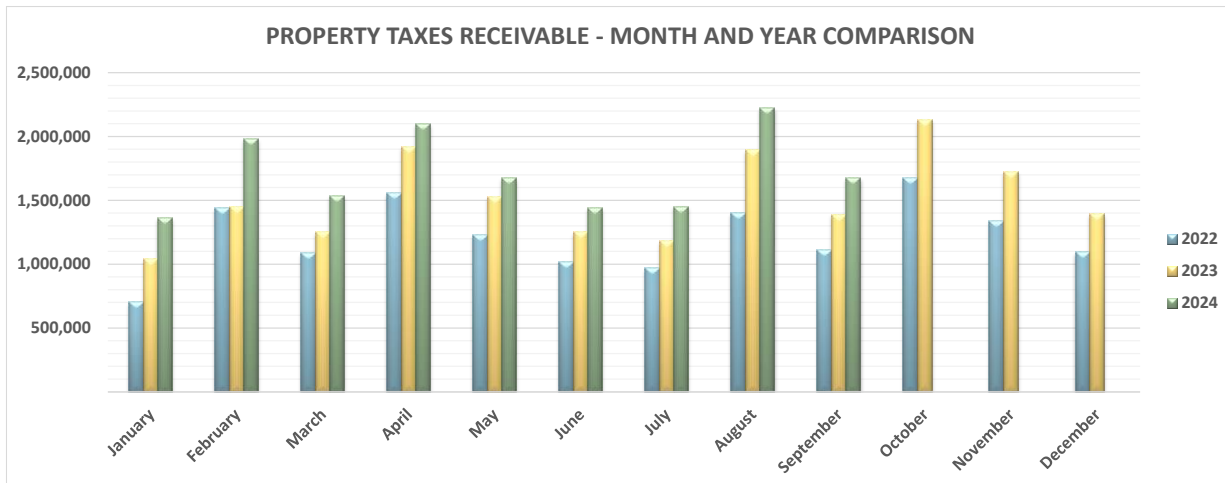
Look Ahead

- Lifecycle and asset management updates
- Fall intake of Recreation Grant Awarded Q4
- Whitewater Seniors :
 - Over 20 programs planned for the remainder of 2024
 - Christmas Luncheon for Community clients – Thursday, December 12th
 - Seniors Health Fair – March 6th, 2025
 - Trillium Funding application for continuation of partnership with Eganville and District Seniors, Barry’s Bay Home Support and Pikwakanagan Health Services.

Corporate Services

The Corporate Services department is led by Treasurer, Kurtis McGonegal. The department oversees the accounts payable/receivable, taxation, purchasing, insurance/risk management, and asset management of the Township.

By the Numbers



➤ As of September 30th, 2024:

○ Property Taxation:

- \$1,674,377 of taxes and penalty receivable remains outstanding.

Made up of:

- \$873,666 - 2024 billing and penalty.
- \$464,452 - 2023 billing and interest.
- \$194,202 - 2022 billing and interest.
- \$142,057 - 2021 and prior billing and interest.

- 13 properties are in the tax sale process, 1 of which is on hold as the third year plus amount has been paid and a payment plan agreement has been entered into to pay off the remaining arrears.

- As part of our arrears collection procedure, Notice 2 for 3+ years arrears properties were sent to 21 properties, 17 less properties than the first notice, resulting in \$23,454.22 in payments received.

- The third/final notice for 3+ years arrears were sent to 13 properties 6 less properties than Notice 2, resulting in \$30,650 received.

○ Utility Billing:

- \$227,170 of utilities receivable remained outstanding.

○ Development Charges:

- \$53,685 of Township wide development charges collected to date in 2024 (\$18,435 in Q3).
- \$1,500 of Wastewater Service Development Charges collected to date. (\$0 in Q3)
- \$5,000 of Water service development charges collected to date. (\$1,000 in Q3)

➤ General Budget

- General Fund overall showing a \$1,901,664 surplus

- 66% of wastewater revenue recognized as 4 of the 6 invoices for 2024 have been issued and 1 new water and wastewater account for cobden, 1 new water account for Cobden (no sewer hookup) and 1 new water account for Beachburg.
- Transportation variance showing 44% of the budget remaining, various capital projects have commenced.
- Transfers to reserves occur at year end.
- Water Budget
 - Showing a \$153,368 surplus.
 - Revenue showing 66% recognized as 4 of 6 invoices for 2024 have been issued.
 - Few capital expenditures recognized yet.
- No transfers to reserves have occurred yet.

Workplan & Strategic Plan Progress

- Reviewing current policies and procedures to update or create as necessary.
- Continuing to develop key performance indicators to build internal capacity for corporate performance and identify efficiencies.
- Working to update Asset Management Plan to meet upcoming July 1, 2025, requirements.
- Working on multi-year budgeting framework to allow earmarking of funds.
- Working to create a policy and procedure for debentures and the use of debt financing.

Key Activities

- 2025 Budget process began with the staff receiving budget direction from Council.
- 2024 Final tax bills were issued in early August.
- The third third and fourth billing for Water and Wastewater was issued.
- Continue to pursue contractor iCity Online to complete implementation which will provide property owners with the ability to view their accounts online and make payments online.
- New Health and Safety and Timetracking program, provided by 4S consulting, is well under way with the timesheet module added to the program to streamline payroll processes.
- Working with all departments to update the Township's Asset Management Plan to prepare for the 2025 legislative deadline.

Look Ahead

- Develop a long-term debt strategy and policy for the use of debt for financing.
- Review of Reserve and Reserve Fund policy with report on current balances.
- Continue the Implementation of the 4S portal through 4S Consulting to streamline employee health and safety training as well as time tracking.
- Continue updates to the Township Asset Management Plan to meet new legislative requirements (2025).
- 2025 operating and capital budgets process to be completed by December 4, 2024.

Fire Services

The Fire Department is managed by Fire Chief Jonathan McLaren. With over 75 volunteer firefighters at five stations, the Department ensures the protection of the area with ongoing training, fire suppression, and fire prevention. The Fire Department provides public safety information and assists with numerous public events.

By the Numbers

- A total of 48 emergency responses occurred in the third quarter of 2024 including 3 fires, 26 Motor Vehicle Collisions, 1 water rescue response and 2 Hazardous Materials calls.
- Extrication and Fire suppression standby was provided for the Demolition Derbies at the Beachburg and Cobden Fairs.

Workplan & Strategic Plan Progress

- The new Fireworks Bylaw came into effect on September 1st after being approved by Council earlier this year.
- A Site Plan for the Training Site was submitted.
- A firefighter survival/Rapid Intervention Team training session was held in Ottawa where 15 members worked on specific realistic scenarios to better prepare for firefighter rescue.

Key Activities

- The Fire Protection Grant application was submitted in September to fund initiatives to prevent Firefighter Cancers.
- Fire Smart Grant application was also submitted in September seeking funding for improved Wildland Fire Preparation including wildfire hazard mapping.
- A joint Rural Water training session was held with Admaston Bromley and Horton Fire Departments to demonstrate capabilities and identify interoperability obstacles.
- A review of alternate RMS providers was conducted to find the best system for or unique needs.

Look Ahead

- Training Site work continues with the pad expected to be completed next month.
- Volunteer firefighter insurance is in the process of being reviewed to determine coverage options and pricing.
- NFPA 1001 Firefighter Level 1 Provincial Testing is scheduled for October 19th we continue to be ahead of schedule for Firefighter training as the July 1st, 2026, deadline approaches
- Work will take place to transition between summer and winter firefighting operations. This includes Chimney Fire and CO response training, and winterizing of equipment and apparatus.

Office of the CAO

The Office of the CAO includes overall corporate management of the organization under the leadership of Ivan Burton, Chief Administrative Officer. Legislative services include council support, animal control, and by-law enforcement. Emergency management, community safety/policing, and the Seniors Pilot Project are also reported here.

By the Numbers

- Burial Permits – 20
- Commissionings – 7
- Marriage License – 8
- Marriage Soleminizations in office – 4
- Marriage Soleminizations from Officiants – 7
- Lottery License issued – 3

Workplan & Strategic Plan Progress

- Mary Finan wrapped up her time with us
- Record management scanning from the basement is 2/3 complete
- Consolidated and updated Council on the 2024 Departmental Workplan.
- Ensured the continued ice operations in Beachburg and Westmeath Community Centres with the execution of agreements with the support of the Manager.
- Supported the technical updates to the Comprehensive Zoning By-law
- Initiated the review and update of the Health and Safety and Workplace Violence and Harassment Prevention Policies.
- Engaged departmentally on the results of the employee engagement survey.

Key Activities

- Successfully recruited and transitioned the new Planner/EDO for an eighteen (18) month contract.
- Sought Council's direction and responded to the request from the City of Pembroke to join the new Sportsplex Facility Joint Committee.
- Ensured the continued legal support for Part III Prosecution By-law Services with JP Quintal of Quintal Lavigueur Professional Corporation
- Supported and announced the successful joint application with the Townships of Bonnechere Valley, North Algona Wilberforce and Whitewater Region for funding through the Rural Transit Solutions Fund (RTSF).
 - Attended a funding discussion with partners
- Attended:
 - a Mayor and CAO discussion with the Township of Laurentian Hills
 - a meeting with the Mayor and Bil Smith from the Community Resource Centre (Killaloe) to better understand the operations of childcare spaces and recreational programming.

- the individual councillor mid-year review with the Mayor.
- the Municipal Emergency Control Group table top exercise.
- the Senior Active Living Centre Opening and Tourist Booth Volunteers luncheon.
- with the Mayor the Pikwakanagan Connecting Workshop
- two (2) Renfrew County Clerk and Treasurers Association - CAO Meeting.
- Engaged with the County of Renfrew relating to the transfer of the former CN Rail Line.
- Prepared submission packages for the Association of Municipalities of Ontario Conference held in August (Ministries: Infrastructure, Sport, Treasury Board, Finance, Health, Natural Resources, Tourism, Culture and Gaming and Rural Affairs)

Look Ahead

- Update to procedural by-law
- Council committees/appointments roles and responsibility guide.
- Work is continuing on updating procedures
- Updates on Emergency Management Plan will be coming in December
- RFP for Vendor selection for the 2026 Election will be issued late Q1, 2025.
- Develop and initiate programs (alternative hours of operation and recognition policies, job evaluation/pay equity) that align with the results of the Employee Engagement Survey

Public Works

The Public Works department is managed by Lane Cleroux and includes both Transportation and Environmental Services. The department is responsible for roads, fleet, facilities, drainage, utilities, waste & wastewater, as well as waste management.

By the Numbers

- 181 freon units removed from the Ross Landfill.
- 131 lane kilometres of roadway shoulder was treated to control noxious weeds throughout the first two weeks of July. (80 lane kilometres in 2023)
- 134 hours of roadside mowing took place throughout June and July.
- Approximately 215 MT of cold patch was purchased to fill potholes (2023 Q3: 191 MT, 2022 Q3: 75 MT, Q4 YTD: 380 MT).
- The total tonnage of municipal solid waste collected at curbside and disposed at the Ross Landfill Site in Q3 was 377.51 MT (Q3-2023: 352.84 MT).
- The total tonnage of plastic, glass, and metal recyclables collected at curbside and processed at the Ottawa Valley Waste Recovery Centre in Q3 was 61.45 MT (2023 Q3: 60.38 MT).
- The total tonnage of fibre recyclables collected at curbside and processed at the Ottawa Valley Waste Recovery Centre in Q3 was 82.75 MT (2023 Q3: 86.47 MT).
- Approximately 2,400 loads (excluding curbside collected solid waste) were brought to the Ross Waste Disposal Site. (3,000 loads in 2023 Q3).
- Performed safety inspections with new Drive ON program tablet on 10 fleet and fire Department units all done in house.

Workplan & Strategic Plan Progress

- The Ross Waste Disposal Site received a new Bomag BC473RB-5 landfill compactor from SMS Equipment in late July, with operation of the compactor beginning on August 8th, 2024 following staff training. As of the end of November 2024, the machine has been used for approximately 40 hours landfill compacting.
- Staff replaced 5 culverts on Rapid Road and double surface treatment was completed on September 20th.
- Staff completed construction consisting of replacing 5 culverts and placed new gravel on Kohlsmith Road between Kerr Line to Queens Line (CR-4) (2.8km) and double surface treatment was completed on July 17th.



- 3 of 6 gravel roads were graveled totaling 5.4km
 - Waterview Road (Snake River to Bird Lake Trail)
 - Davidson Road
 - Sutherland Road
- Awarding of Tender 2024-07 - Designated Substance Survey and Asset Retirement Obligation to ECOH Management Inc. in the amount of \$25,246.66 including net HST.

Key Activities

- Water and Wastewater Task force participated in two session in July and the draft report was presented on September 18th.
- Brushing took place on Lacroix Bay, Mineview Road, Zion Line.
- OLY09 ice resurfacer was brought to garage on new tilt and load float for oil leaking from back axle.
- ST1 service truck received repairs on the service box.
- 9816 upon safety inspection noticed an engine oil leak at oil pan and sent to dealership for warranty
- Tr28 received two new turbo chargers and exhaust manifold gaskets (one turbo replaced under warranty)
- Septic system was replaced at 2022 Foresters Falls Road at a total cost of \$21,720.29 inclusive of non-refundable H.S.T.
- Road Superintendent Kyle Eady has completed three Association of Ontario Road Supervisors (AORS) training sessions in August of the Public Works Leadership Development Program.
- Public Works staff poured concrete pads at the Landfill sorting area.
- The Town of Renfrew's Household Hazardous Waste (HHW) Depot located Renfrew Landfill Site located at 376 Bruce Street, Renfrew closed for the year on Saturday, August 31st.
- Township staff participated in a landfill tour with the Towns of Arnprior and Renfrew. The tours were organized to provide an opportunity for staff from each municipality to share insights and learn from the challenges and successes faced by neighboring communities in waste management. Plans are underway to arrange additional tours of larger landfills in the Ottawa area in the near future.
- Landfill Grinding Tender 2024-18 was awarded to NadCore Environmental Shredding LTD in the amount of \$25,948.80 including NET HST. Grinding was completed throughout the month of October.

Look Ahead

- Completion of Mineview Public Works Garage lunchroom.
- Passing of a new sewer-use bylaw.

Council Business

This section lists items considered by Council over the last quarter, as prepared by the Clerk.

BY-LAWS

- 24-08-1702 Amend 21-01-1655
- 24-09-1704 Debenture
- 24-09-1705 Road Assumption 49R20682
- 24-09-1707 Technical Changes 24-01-1655

REPORTS

- Pembroke & Area Airport Commission 2024 Budget
- Zoning By-law Amendment D-14-199 – 728 Malloy Road
- Granular 'M' Purchase
- 2024 Departmental Workplan – Update
- Minor Variance Application D-13-152
- Minor Variance Application D-13-151
- Application for Consent – File D-10-238
- Application for Consent – File D-10-237
- Landfill Compactor Debenture
- RFP 2024-07 Designated Substance Survey and Asset Retirement Obligation
- Road Assumption – Rafting Road
- Bill 185, Cutting Red Tape to Build More Homes Act, 2024, and new 2024 Provincial Planning Statements
- Marriage Solemnization Officiants
- 2025 Budget Direction
- Health and Safety and Workplace Violence and Harassment Prevention Policies
- Technical Updates to the Comprehensive Township Zoning By-law
- Grant Settlement Road (Black Rock) Bridge Repair

PRESENTATIONS

- Second Quarter Administrative Report
- Westmeath Parkette Update - John Purdon
- Muskrat Watershed - 10 year anniversary
- Wastewater Presentation - Donald Deer

Staff Teams

Office of the CAO

Ivan Burton, Chief Administrative Officer
Carmen Miller, Clerk/CEMC

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Community Development

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Community Services

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Collin Lawson, Arena/Park Operator III

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Julie Parr, Deputy Treasurer
Debbie Ready, Payroll
Sandra Moss, Finance Clerk

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Fire Department

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Stacey Levesque, Deputy Fire Chief
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Julie Butala, Fire Assistant

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Environmental Services

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Bill Tripp, Landfill/Facilities Operator
Steve Hodson, Waste Management Operator

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Transportation Services

Kyle Eady, Roads Superintendent
Steven Piecarskie, Mechanic

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Driver/Operator

Andrew McLeese, Derek Bennett, Roger Blaedow, Roy Church, Lucas Hewitt, Scott Powell, Nathan, Tubby, Perry Yach, Brayden Mayotte, and Grayson Spence.



Budget Variance

For Period Ending 30-Sep-2024

	2024 BUDGET VALUE	2024 ACTUAL VALUE	VARIANCE \$	VARIANCE %
GENERAL FUND				
Revenue				
Taxation	-7,195,000.00	-7,102,152.47	92,847.53	-1.29
Special Charges	-130,000.00	-43,829.06	86,170.94	-66.29
Grant in Lieu of Taxes	-50,000.00	-174,744.00	-124,744.00	249.49
Ontario Grants	-1,812,700.00	-915,771.07	896,928.93	-49.48
Federal Grants	-237,000.00	0.00	237,000.00	-100.00
Administration Revenue	-646,750.00	-258,299.51	388,450.49	-60.06
Services & Rents	-6,800.00	-5,965.12	834.88	-12.28
Miscellaneous Revenue	-61,000.00	-31,198.14	29,801.86	-48.86
Sales	-35,100.00	-45,972.16	-10,872.16	30.97
Miscellaneous Revenue	-12,000.00	-2,000.00	10,000.00	-83.33
Arena Rentals	-244,300.00	-132,633.31	111,666.69	-45.71
Fire Department Revenue	-56,550.00	-30,090.85	26,459.15	-46.79
Building Department Revenue	-210,000.00	-143,129.39	66,870.61	-31.84
Animal Control	-11,350.00	-20,992.20	-9,642.20	84.95
By-Law Enforcement	-2,500.00	-20.00	2,480.00	-99.20
Lottery License	-3,000.00	-2,283.60	716.40	-23.88
Planning Revenues	-59,000.00	-26,095.00	32,905.00	-55.77
Roads Revenue	-210,000.00	-31,549.92	178,450.08	-84.98
Sewer/Water Revenue	-1,095,200.00	-715,618.76	379,581.24	-34.66
Recycling Revenue	-839,300.00	-697,347.90	141,952.10	-16.91
Waste Management Revenue	-362,250.00	-200,271.33	161,978.67	-44.71
Boat Launches	0.00	-265.49	-265.49	0.00
Social Services Revenue	0.00	-6,100.00	-6,100.00	0.00
Drains	-15,300.00	-65,257.97	-49,957.97	326.52
Total Revenue	-13,295,100.00	-10,651,587.25	2,643,512.75	-19.88
Expenditures				
Council	242,300.00	164,271.99	-78,028.01	-32.20
Ad-Hoc Committees	5,500.00	5,500.00	0.00	0.00
Administration	1,739,171.00	947,050.14	-792,120.86	-45.55
Administration Building	60,700.00	39,598.33	-21,101.67	-34.76
Fire Department	912,301.00	579,845.89	-332,455.11	-36.44
Policing	1,010,784.00	585,616.79	-425,167.21	-42.06
Emergency Measures	33,530.00	6,842.59	-26,687.41	-79.59
Building Administration	273,250.00	177,282.45	-95,967.55	-35.12
Building Department	15,000.00	14,824.92	-175.08	-1.17
Animal Control	15,610.00	19,338.13	3,728.13	23.88
By-Law Enforcement	23,310.00	10,377.65	-12,932.35	-55.48
Planning	200,850.00	158,969.80	-41,880.20	-20.85
Transportation	5,123,694.00	2,881,248.12	-2,242,445.88	-43.77
Street Lights	70,200.00	53,724.77	-16,475.23	-23.47
Airport	25,000.00	17,055.24	-7,944.76	-31.78
Sewer Distribution	46,200.00	7,498.48	-38,701.52	-83.77
Sewer Transmission	1,049,000.00	598,775.86	-450,224.14	-42.92
Recycling	364,375.00	237,775.49	-126,599.51	-34.74
Waste General	295,025.00	161,816.62	-133,208.38	-45.15
Landfill - Cobden	8,350.00	3,972.46	-4,377.54	-52.43
Landfill - Westmeath	5,850.00	5,468.38	-381.62	-6.52
Landfill - Ross	460,000.00	1,113,485.64	653,485.64	142.06
Parks	417,800.00	269,779.37	-148,020.63	-35.43
Tourist Booth	6,250.00	2,441.41	-3,808.59	-60.94
Tourism	48,225.00	29,471.53	-18,753.47	-38.89
Arena - Cobden	421,450.00	280,646.18	-140,803.82	-33.41
Arena - Beachburg	79,950.00	21,569.58	-58,380.42	-73.02
Arena - Westmeath	131,750.00	91,950.39	-39,799.61	-30.21
Social Services	34,620.00	68,560.45	33,940.45	98.04
Libraries	85,380.00	104,499.01	19,119.01	22.39
Museum	11,100.00	8,124.20	-2,975.80	-26.81



Budget Variance

For Period Ending 30-Sep-2024

	2024 BUDGET VALUE	2024 ACTUAL VALUE	VARIANCE \$	VARIANCE %
GENERAL FUND				
Drainage	62,575.00	82,541.20	19,966.20	31.91
Internal/External Transfers	16,000.00	0.00	-16,000.00	-100.00
Total Expenditures	13,295,100.00	8,749,923.06	-4,545,176.94	-34.19
Total GENERAL FUND	0.00	-1,901,664.19	-1,901,664.19	0.00



Budget Variance

For Period Ending 30-Sep-2024

	2024 BUDGET VALUE	2024 ACTUAL VALUE	VARIANCE \$	VARIANCE %
WATER FUND				
Water Fund Revenue				
Water User Charges	-1,338,400.00	-884,600.43	453,799.57	-33.91
Total Water Fund Revenue	-1,338,400.00	-884,600.43	453,799.57	-33.91
Water Fund Expenditures				
Water Administration	790,200.00	497,434.56	-292,765.44	-37.05
Water Transmission	442,210.00	104,356.93	-337,853.07	-76.40
Water Distribution	105,990.00	129,440.45	23,450.45	22.13
Total Water Fund Expenditures	1,338,400.00	731,231.94	-607,168.06	-45.37
Total WATER FUND	0.00	-153,368.49	-153,368.49	0.00