



Administration Report

January to March 2019 (Q1/19)

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WHITEWATER

— R E G I O N —

www.whitewaterregion.ca

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Message from the Chief Administrative Officer

June 5, 2019



This report covers the first quarter of 2019 which marked the beginning of a new term of Council, the adoption of the 2019 budget, and snow (and more snow). Thank you to our dedicated roads team for keeping our roads open and safe over a very trying winter season.

The first quarter seems like ages ago! The Township has been dealing with historic flooding on the Ottawa River since April 2019. It has been a team effort with support from all staff, the fire department, Council, the County, Ministry of Natural Resources & Forestry, Canadian Armed Forces, even the Coast Guard. I would like to publicly thank the Westmeath & District Recreation Association (WDRA) for leading relief efforts by hosting and feeding military personnel and affected residents. Your commitment to our Township is greatly appreciated. Our focus now turns to recovery efforts. Jonathan Wilker, Fire Chief/CEMC ably led our emergency response and Janet Collins, Director of Public Works will be leading recovery. The Township also supports WDRA's Flood Recovery Resource Committee that will work with the community on behalf of the Township to identify needs, coordinate and prioritize resources, including outside agencies such as Team Rubicon and Mennonite Disaster Services.

I want to welcome Ivan Burton to the staff team as Planner/EDO. Ivan joins us from the Town of Renfrew and before that the City of Clarence-Rockland. He has hit the ground running by providing our residents excellent service for their planning projects and proposals.

I conclude by wishing everyone a safe spring and summer.

Robert Tremblay

Chief Administrative Officer



Development & Planning

Development & Planning includes severances, site plans, zoning and official plan matters, as well as Economic Development. Ivan Burton commenced employment with the Township as Planner/Economic Development Officer in March 2019.

Planning

- A total of 1 Consent (Severance), 6 Zoning By-law Amendments, and 2 Minor Variance applications were considered during the quarter.
- One Site Plan Control Approval application was approved, subject to several conditions.
- A total of 20 Compliance Report were issued.
- A Development Agreement was entered relating to Parkland Dedication for Wren Subdivision - Phase 2 and the future development of the Bennett lands.
- An appeal was filed to the Local Planning Appeal Tribunal for a Minor Variance Application.
- Approximately 29 general inquiries were received between March 20 - March 31, 2019 relation to zoning, setbacks, applications, approval processes, etc.
- The Township received a delegation to consider permitting recreation vehicles.
- The Township opted-in to the Recreational Cannabis Retail Sales.

Economic Development

- The CAO received confirmation that the Rural Economic Development grant for the preparation of a Tourism and Economic Development Strategic Plan was denied.
- The Planner/Economic Development Officer attended the Teeny Tiny Summit in Calabogie, the Community Economic Development 101 offered by OMAFRA in Horton and the Ottawa Valley Tourism Association Annual General Meeting in Golden Lake.
- Staff met with Alastair Baird, Manager of the Renfrew County Economic Development, to determine what services are available to the Township through this venue.

Environmental Services

The Environmental Services Division is led by Steve Hodson, Superintendent with overall leadership provided by Janet Collins, Director of Public Works. The Division is responsible for drainage, utilities, waste & wastewater, as well as waste management, including recycling and curbside pickup.

Drainage

- Jonathan Wilker, CEMC and Steve Hodson, Alternate CEMC, participated in the 2019 Spring Freshet discussions (regularly scheduled conference calls).

Utilities

- As required under O. Reg. 507/18, Ontario Ministry of Energy, Northern Development and Mines, all Broader Public Sector organizations must prepare a five-year Energy Conservation and Demand Management Plan (beginning July 1, 2014). Staff prepared the Plan for 2019 during the 1st Quarter and brought to Council for approval in March.
- Annual energy consumption/usage (hydro, natural gas, propane & furnace oil) for all municipal properties was totalled and ready to submit to the Ministry in Q2. It was determined there are a total of 52 hydro bills (meters) for all Township properties. A comprehensive spreadsheet of all energy data was compiled by staff.
- Staff are in talks with Ontario Wholesale Energy to investigate bulk purchasing of Hydro and Natural Gas for Township properties.

Water & Wastewater

- Cobden Wastewater Treatment Plant Upgrades are underway. Drilling and Blasting occur throughout Q1, 2019. Cobden Wastewater Treatment Plant Upgrade Construction Meeting occurred in January, 2019.
- As requested in the MOECP Cobden Drinking Water System Inspection Report, staff produced tracking forms for future projects involving the system.
- Final items were carried out in the Cobden Drinking Water System Generator Upgrade. The Project was completed in Q1 and all claims for funding submitted through the Clean Water Wastewater Fund (CWWF). The older diesel generator was removed and taken to the Ross Garage for storage until placed on Gov Deals to sell as surplus.
- The Ontario Clean Water Agency (OCWA) presented to Council in March *The Safe Drinking Water Act, 2002* statutory standard of care.
- The annual OCWA 2018 financials/reconciliation reporting for the three Drinking Water Systems as well as the Wastewater System was presented to Council in March.
- There were five watermain breaks – three in Cobden and two in Beachburg in Q1.

Waste Management

- Registration process for the new Tire Program was completed and tires are being collected from the Ross Landfill.
- Annual purchase and shipment of yellow bags for curb-side collection arrived; 50,000 bags are purchased each year.
- Annual Operations Report for the Ross Landfill Site was completed by Jp2g Consultants Inc. on behalf of the Township and submitted to MECP before the March 31 deadline. The Operations Report includes a comprehensive hydrological component required by the Ministry.
- The annual Datacall for Municipal Recycling Program Funding was completed and submitted to the Resource Productivity & Recovery Authority (previously Waste Diversion Ontario) during Q1.
- Annual tonnage of recyclables collected by Beaumen Waste Systems from curbside as well as the Ross Landfill Depot was reported for 2018. Tonnage was as follows:

2018 ANNUAL RECYCLING TONNAGE

SOURCE	LOCATION	KGS	METRIC TONNE
Fiber	Whitewater Region	225,760.00	225.76
	Ross Landfill	10,260.00	10.26
Co Mingle	Whitewater Region	173,080.00	173.08
	Ross Landfill	14,410.00	14.41
Cardboard	Whitewater Region	11,190.00	11.19
	Ross Landfill	13,850.00	13.85
GRAND TOTAL		448,550.00	448.55

General Government

General Government includes financial and legislative services under the leadership of Sean Crozier, Treasurer and Carmen Miller, Clerk. The Office of the CAO provides overall administrative management of the organization. Health & Safety is coordinated by the Environmental Services Superintendent.

Financial Services

- The 1st installment of the County and School Board Levies was due on March 31, 2019.

County: \$767,547.00

English Public: \$374,350.49

English Separate: \$79,276.84

French Public: \$6,131.43

French Separate: \$17,374.49

- The 1st quarter of the 2019 water and sewer billing was due on March 31, 2019. A total of \$313,653.50 was included in both billings:

Q1 Billing

Cobden Water \$94,362.33

Beachburg Water \$85,439.03

Haley Water \$14,506.47

Sewer \$104,177.59

Admin Water Fee \$20.00

Q1 Meter Billing

Sewer \$9,620.13

Water \$5,527.95

- The 2018 year-end audit was completed in February.
- The 2019 Operating, Capital, Water & Wastewater budgets were completed.
 - The 2019 annual levy approved in March is an increase of 4.99% for a total of \$5,309,906 generated through taxation.
 - Street lighting is no longer classified as a special service.
 - Haley Water rates remain unchanged for 2019.
 - Beachburg Water rates have an increase of 6.63%.
 - Cobden Water rates have an increase of 2.94%.
 - Cobden Sewer rates have an increase of 9.03%.

- On January 17, 2019 registered letters were sent out to 24 utility accounts who were two plus years in arrears. The letter gave the users until February 28, 2019 to pay off the balance of their account or the balance would be transferred to their property tax account as per the current Township policy. On February 28, 2019 utility arrears in the amount of \$79,387.31 for 22 accounts were transferred to corresponding tax accounts. Of the 22 properties, 14 have their mortgage company paying the taxes.
- On February 5, 2019 Interim Taxes were mailed out in the total amount of \$4,974,943.88.
- On March 6, 2019 the Finance team participated in a team building session with Carrie Sharpin of Ward & Uptigrove.
- On March 20, 2019 the Treasurer and the Revenue Coordinator attended the Tax Policy Working Group held at the County of Renfrew.
- On March 20, 2019 the Mayor and Treasurer were notified by the Minister of Municipal Affairs & Housing, Steve Clark, that the Township would be receiving a one-time OCIF payment of \$629,888 for fiscal year 2018/2019.
- Council Remuneration was reviewed to deal with the impacts of the removal of one-third tax exemption by the federal government.
- Debenture by-laws were passed for certain 2018 capital works (tandem, backhoe, Anderson/Watchorn road project).
- The 2019 financial services review implementation workplan was adopted.

Legislative Services

- In Q1, eight council meetings were held; Council considered 29 reports and passed 30 by-laws.
- Legislative services officiated two weddings in the first quarter, commissioned eight documents, issued three lottery licenses, and sold 10 burial licenses.
- March 29, 2019 was the last day for filing election financial statements with the clerk. All candidates submitted their returns by the deadline and statements are on the Township's website.
- The procedural by-law was reviewed and adopted in January.
- Council decided to change the Prayer recited at its meetings.

Health & Safety/Accessibility

- Workplace Inspections were carried out in Q1 specific to Public Works Garages, the Municipal Office in Cobden, Library, Arenas and Landfill Site. A total of 20 inspections were executed.
- The Health & Safety Audit Action Plan was presented to Council in January.

- A Joint Health & Safety Committee Meeting was held January 18, 2019. The Fire H&S Committee also met during the quarter.
- The Joint Health & Safety Committee begins 2019 with members:

Carmen Miller	Jen Dubreuil	Dave Brenner	Bill Tripp
Al Griffiths	Janet Collins	Randy Buckwalt	Jordan Durocher
- Environmental Services staff attended a half day Working at Heights Workshop hosted in Cobden by Valley Worksafe.
- A review of accessibility policies was added to the CAO's workplan for 2019.
- The 2018 election accessibility report was prepared and presented to Council.

Office of the CAO

- The Council-Staff Relations Policy, prepared by the Integrity Commissioner, was presented and adopted.
- Contract services for information technology were awarded to OnServe Inc.
- A report was prepared to allocate provincial efficiency funding for a variety of projects to improve the Township's efficiency and effectiveness.
- A report was prepared for Council to appoint marriage officiants.
- Library Board appointments were finalized in January for the term.
- The CAO's 2019 workplan was prepared with four objectives and 19 action items.

Protective Services

Protective Services includes the Building Department led by Doug Schultz, Chief Building Official. The CBO is also responsible for animal control and by-law enforcement through contract services. The Whitewater Region Fire Department is managed by Fire Chief/CEMC Jonathan Wilker. With over 70 volunteer firefighters and five active stations, the Department ensures the protection of the area with suppression, education and prevention. The Fire Chief also coordinates emergency management programs and OPP matters are also summarized.

Building Services

- A total of 34 permits were issued in the first quarter with estimated cost of construction at \$12,976,950.00:
 - 4 septic
 - 7 new homes
 - 3 demolitions
 - 7 additions
 - 3 commercial
 - 3 agricultural
 - 6 accessory garages
 - 1 government.
- We have started work on a new Building By-law and reviewing some old by-laws which will need to be updated. The CBO works closely with the Planner/EDO on zoning related compliance matters.

By-law Services & Animal Control

- Calls continue to be received regarding cats and dogs. These get acted on with warnings and charges when warranted through contracted services.
- Approximately 600 dog tags were sold in the first quarter.

Fire Prevention & Education

- Senior Officers attended the North Eastern Fire Education Conference.

Fire Suppression & Emergency Response

- The department responded to 19 incidents in the first quarter including four fires and five motor vehicle collisions.
- Two large house fires occurred in March at 595 Westmeath Road and 261 Foresters Falls Road.

Fire Training/Safety

- The 2019 Recruit class started in January.
- Fire Chief completed Fire Inspector 2 certification in February.
- The Township received NFPA grandfathering reports from OFM in March.

Fire Permits

- A total of 37 Fire Permits were issued in Q1.

Emergency Management

- The 2018 Municipality Compliancy Report was submitted to Emergency Management Ontario in January.
- Sand bags were in reserve for the pending spring freshet.

Policing

- The annual billing statement was received and brought to Council in January.
- Total estimated cost is \$1,103,593 minus a \$7,040 adjustment for 2017 billing year.



Recreation & Tourism

The Recreation & Tourism Department is led by Jordan Durocher, Manager. The Department is responsible for arenas, parks, boat launches, ball diamonds, and beaches. The department works closely with community partners. The Manager is also responsible for crossing guards. Tourism initiatives include the tourist booth and special events, including Cobden Taste of the Valley and the Whitewater Streetstrut.

Arenas

- **Health and Safety**

- Training

- Certified Ice Technician – one of three Operator 3's are able to apply for their Certified Ice Technician Designation through the Ontario Recreation Facilities Association (ORFA). To achieve this designation staff must receive the following certificates:

- Basic Arena Refrigeration
 - Ice Making and Painting Technologies
 - Ice Maintenance and Equipment Operations
 - Legal Awareness 1 – Supervising in a Recreation Environment.

Training contributes to the growth of employees competencies of arena operations. The designation also develops recreational professionals through accreditation for re-certification every five years.

- Workplace Inspections

- Regular workplace inspections continued in Q1 for all three arenas and there were no major issues during that time.

- **Plant Shut Down**

- Westmeath: March 18. Ice was removed on March 21
 - Cobden: March 31. Ice was removed on April 4.

- **Standard Operating Procedures**

- Staff has continued to develop standard operating procedures for the arenas. Our focus was on Refrigeration and Ice Making in Q1. The following SOPs were enhanced or created:

- Ammonia Safety Procedures
 - Safe Entry to the Plant Room
 - Faulty Ammonia Detector Monitoring System
 - Plant Room Checks & Documentation
 - Draining Oil from the Chiller Procedure
 - Adding Oil to the Compressor Procedure

- Ice Edger Operations Procedure
- Ice Re-surfacer Operations
- Ice Re-surfacer Blade Change Procedure
- Propane Cylinder Change Procedure.
- **Rentals**
1210 hours of ice rentals were rented throughout this quarter from all three arenas.
- **Arena/Park Operator 3**
Interviews and the hiring of Arena/Park Operator 3 positions were conducted and positions were filled.

Tourism & Events

- **Whitewater Streetstrut**
 - Road Closure Request to the County was completed.
 - Event date, times and headliner were secured.
 - Events logistics including fencing, tents, production and security were also secured.
- **Taste of the Valley**
 - Dates of all events in the County have been confirmed.
 - Taste of the Valley Cobden has been working closely for 2019 to share resources.

Programs

- Recruitment was commenced for summer lifeguards for a new beach program.

Parks, Ball Diamonds, Boat Launches, and Beaches

- Grass cutting equipment was ordered.

Transportation Services

The Transportation Services Division is led by Randy Buckwalt, Roads Superintendent with overall leadership provided by Janet Collins, Director of Public Works. This area includes responsibility for fleet and roads.

Engineering/Administration

- A report on the current parking provisions was provided to Council. Staff will be following-up with a formal policy and revised by-law.
- A request was made to the County of Renfrew to evaluate pedestrian crossings on County Roads in the Township's villages and hamlets.

Fleet

- The existing 1993 Kubota is 26 years old, well past its anticipated life expectancy of 14 years. Since December 1, 2018 repair costs have been \$15,825.80. A report came forward to Council in Q2 for its replacement. The equipment is used in the winter for snow blowing.

Roads

- Sand was hauled in from Government Road Pit to replenish the supply of winter sand at the Ross yard three times since January 1, 2019.
- There were 47 weather events that involved plowing and/or sanding.
- Snow was removed in the villages 10 times.
- Roads staff assisted with ice removal at the Westmeath Arena.
- Crews were busy opening catchbasins and pushing back snow banks in preparation for spring runoff.
- Patching potholes has commenced and is ongoing.
- Light grading was attempted in late March on a few of the worst gravel roads. This is very dependent on weather, melt, freeze/thaw and both air and ground temperatures. Depending, grading can make a road worse rather than better if grading is done under the wrong conditions.

Full-Time Staff Teams

General Government

Robert Tremblay, Chief Administrative Officer rtremblay@whitewaterregion.ca

Carmen Miller, Clerk cmiller@whitewaterregion.ca

Sean Crozier, Treasurer

scrozier@whitewaterregion.ca

Marsha Hawthorne, Payroll/AP Clerk mhawthorne@whitewaterregion.ca

Sandra Moss, Executive Assistant smoss@whitewaterregion.ca

Kim Peterson, Revenue Coordinator kpeterson@whitewaterregion.ca

Development & Planning

Ivan Burton, Planner/EDO iburton@whitewaterregion.ca

Protective Services

Doug Schultz, Chief Building Official dschultz@whitewaterregion.ca

Jonathan Wilker, Fire Chief/CEMC jwilker@whitewaterregion.ca

Jonathan McLaren, Deputy Chief jmclaren@whitewaterregion.ca

Public Works

Janet Collins, Director jcollins@whitewaterregion.ca

Steve Hodson, Superintendent of
Environmental Services shodson@whitewaterregion.ca

Robin Burskey, Landfill Operator

Bill Tripp, Landfill/Facilities Operator btripp@whitewaterregion.ca

Randy Buckwalt, Roads Superintendent rbuckwalt@whitewaterregion.ca

Terry O'Malley, Mechanic tomalley@whitewaterregion.ca

Driver/Operator:

Derek Bennett, Roger Blaedow, Dave Brenner, Lindsay Broadhurst, Roy Church, Adam Knapp, Darwin Peever, Derek Pillon, Ward Somerville, and Perry Yach

Recreation & Tourism

Jordan Durocher, Manager jdurocher@whitewaterregion.ca

Debbie Ready, Recreation Coordinator dready@whitewaterregion.ca

Arena/Park Operator III

Al Griffiths agriffiths@whitewaterregion.ca

Hugh Martin hmartin@whitewaterregion.ca

Jerry McIntyre jmcintyre@whitewaterregion.ca
