

**TOWNSHIP OF WHITEWATER REGION
Council Meeting**

Meeting Title: Regular Council Meeting Date: Wednesday April 6, 2011

Place: Cobden Council Chambers Start Time: 1:00 p.m.

REGULAR COUNCIL MEETING AGENDA

1. Call to Order
2. Prayer
3. Roll Call
4. Disclosure of Pecuniary Interest
5. Adoption of the Agenda
6. Adoption of the Minutes of the Last Meeting
7. Adoption of the Accounts
8. **Delegation**
 1. **Will Barr – MacKillican and Associates – Presentation of 2011 Audited Statements**
 2. **Charles Cheesman – Karst Areas of Renfrew County – Discussion Paper Presentation and Discussion**
9. **Departmental Reports**
 - a. Monthly reports from Waste Management, Treasurer, Fire Department, Roads, Water & Sewage, By-law Enforcement
 - b. County of Renfrew Reeve's Report
10. **Committee Reports**
 1. Finance and Administration Committee
11. **Bylaws**
 - 1.
12. **Misc Correspondence**
 1. Ontario Heritage Trust – Heritage Community Recognition Program
 2. Ministry of Infrastructure – 10 year Infrastructure Plan – Information
 3. Valerie Kohlsmith-Blackburn – Public Input into the Disposition of the Abandoned CP Property - Information
 4. County of Renfrew – Farmland Tax Rebate Program and Managed Forest Incentive – Information
 5. Bonnechere River watershed - Invitation
13. **New/Unfinished Business**
 1. Severance Application – Pt Lot 20, Concession 2 - Ross B17/11(1) & B18/11(2) – Price
 2. Beachburg Recreation Association – 5th Annual Beachburg Jam May 27 – 28, 2011 – Special Occasion Permit
 3. Health and Safety Presentation – Council responsibilities - Sue MacLaren
 4. Health and Safety Policies and Procedure Manual - Review
 5. Community Events and Councilor Announcements
14. **Closed Meeting to discuss litigation, potential litigation, labour relations, and the security of the property of the municipality.**
15. **Adjournment**

1. Call to Order

2. Prayer was recited.

3. Roll Call

Present: Councillors: Mayor Jim Labow, Reeve Donald Rathwell, Cathy Regier, Joey Trimm, Daryl McLaughlin. Deputy Mayor Izett McBride and Councillor Allen Dick were absent.
Staff Present: Dean Sauriol

4. Disclosure of Pecuniary Interest

None.

5. Adoption of the Agenda

Moved by Cathy Regier, Seconded by Daryl McLaughlin

2011 – 1769 “Be it Resolved that the Township of Whitewater Region adopt the Agenda dated April 6, 2011 for the Regular Council Meeting as submitted with the addition of 12 5) Bonnechere River Watershed - Invitation.”

Carried by

6. Adoption of the Minutes of the Last Meeting

Moved by Cathy Regier, Seconded by Daryl McLaughlin

2011 – 1770 “Be it Resolved that the minutes of the previous Regular Council Meeting dated March 23, 2011 be adopted as circulated.”

Carried by
Jim Labow

7. Adoption of the Accounts

Moved by Cathy Regier, Seconded by Daryl McLaughlin

2011 – 1771 “Be it Resolved that Council of the Township of Whitewater Region approve the attached schedule of Accounts for the period March 1 – March 31, 2011, in the amount of \$1, 459,109.17 in general purposes and \$18,876.13 for Water Purposes and that the above accounts be paid.”

Carried by
Jim Labow

8. Delegation

1. Will Barr – MacKillican and Associates – Presentation of 2011 Audited Statements

Mr. Will Barr from MacKillican and Associates presented council with the 2010 Financial Report for the year ending December 31, 2010.

Mr. Barr stated that a change has occurred in the process. In past staff, would sign the letter of Representation but now that authority is now shifted to Council.

Mr. Barr reviewed the consolidated statement, auditors notes and general fund. Subsequently Mr. Barr proceeded to review and comment on all of the remaining statements.

- General Fund
- Waterworks
- Cobden Recreation
- Trust Fund
- Library Board
- Historical Society
- Medical Centre

Mr. Barr informed Council that this is the first year the Whitewater Bromley Medical Centre has been audited. The reasoning for this is that Council controls the building and the Whitewater Bromley Community Health Centre rents from the Township of Whitewater Region.

Moved by Cathy Regier, Seconded by Daryl McLaughlin

2011 – 1772 “Be it Resolved that the Council of the Township of Whitewater Region approve the 2010 Financial Statements as presented.”

Carried by
Jim Labow

2. Charles Cheesman- Karst Areas of Renfrew County – Discussion Paper Presentation

Mr. Charles Cheesman presented what is called Karst Topography.

It is broken down into 3 groups: 1) Known Karst

2) Inferred Karst

3) Potential Karst

The County moved forward to develop a protocol in order to deal with areas of Karst affected land.

Karst is used to describe landscapes that displays distinctive features i.e.

Sinkholes, caves, sinking steams and various forms of channels or furrows.

Karst Topography has been incorporated in the Provincial Policy Statements.

The County gave the Municipalities 3 choices:

1) Follow the Provincial Policy Statements and No development in those areas.

2) Do a Geographical Study on land affected

3) If there is over 1 metre overburden of soil then you can proceed.

County has proposed that one who would like to develop, if 1 metre of overburden is determined than development can occur.

If less than 1 metre of overburden one would need a scoped

Geotechnical Study done on the exact area. If the test area has a problem then they would need further exploration of land.

Clarifications have been made to protocol as follows by the County of Renfrew:

- It would not apply to existing vacant lots.
- It would not apply to severance’s splitting 2 existing dwellings.
- It would not apply to a severed or retained parcel with an existing dwelling.

- It would apply to the retained or severed land that is vacant.
Council posed questions of Mr. Cheesman.

Moved by Donald Rathwell, Seconded by Joey Trimm

2011 – 1773 “Be it Resolved that the Council of the Township of Whitewater Region request that the County proceed with its established protocol with regards to Karst Areas within the Township of Whitewater Region using the report dated March 8, 2011 and reviewed with Township Council.”

Carried by
Jim Labow

9. Departmental Reports

a. Monthly reports from Waste Management, Treasurer, Fire Department, Roads, Water & Sewage, By-law Enforcement

Departmental Reports were reviewed and questioned.

Councillor Trimm received concerns about the map that was attached to the new recycling schedule.

Mayor Labow stated that when the next tax bills are sent out, a new map will be sent with them.

Township of Whitewater Region Waste Management Department

Departmental Report

March, 2011

The 2010 Waste Diversion Ontario Datacall for Blue Box Funding was completed and submitted during the month of March.

March 11, several Municipal staff attended an information session/tour of the Ottawa Valley Waste Recovery Centre. The Centre is an outlet for collected recyclable material from Whitewater Region.

New Collection calendars for recycling were placed in post office boxes though-out the Township as well as hand delivered to all rural mailboxes. The collection calendar as well as a sorting guide has been posted on the Municipal website.

The dates have been selected for the annual mobile hazardous waste events. Residents can dispose of their unwanted/unused household hazardous materials on either May 28th, 2011 or September 24th, 2011. Buckham Transport from Peterborough has been booked to carry out the event.

The Municipal Hazardous and Special Waste Shared Agreement between the Municipality and Stewardship Ontario will be expiring this Summer. New Agreements are being prepared by Stewardship Ontario for continued funding to cover disposal costs of collected materials. Typically, it covers about half of our costs for providing the annual mobile events.

Spring Groundwater and Surface Water Monitoring Programs will be getting underway soon for the three (3) landfills.

WHITEWATER REGION DEPARTMENTAL REPORT

DEPARTMENT: Treasury

MONTHLY ACTIVITY: March 2011

PAYMENT TO SCHOOL BOARD AND COUNTY

The first installment of the County and School Board levies was paid on March 31st; \$575,001.00 was paid to the County, \$373,225.01 was paid to the English Public School Board, \$93,000.54 was paid to the English Separate School Board, \$4,676.72 was paid to the French Public School Board and \$14,440.13 was paid to the French Separate School Board for a total of \$1,060,343.40.

2011 BUDGET

We have started to meet with department heads to go over their preliminary budget figures and capital expenditure listings. Once this step is completed we will be meeting again with the Committee Chairs included to go over individual department budgets.

2009 OMPF FINAL RECONCILIATION

We have now received the reconciliation figures for our 2009 Ontario Municipal Partnership Fund and we will not be receiving any additional payment. In 2009 we received \$1,347,000 in funding based on combined benefits of \$1,226,300 and one-time assistance of \$120,700 – our reconciled combined benefit amount is \$1,253,400 with an adjusted assistance amount of \$93,600 resulting in the same amount of funding.

2011 EDUCATION RATES

Based on preliminary information being supplied, the “draft” Residential Education Tax Rate for 2011 has again been reduced. The 2011 residential education rate is 0.231% compared to 0.241% last year and compared to 0.252% in 2009. A residential property with an assessment of \$100,000 will pay \$10.00 less in education taxes this year compared to last year (decrease of approximately 4.15%).

Annette Mantifel, Treasurer/Deputy CAO

WHITEWATER REGION FIRE DEPARTMENTAL REPORT 31-Mar 11

Total Emergency (Station) Responses for 07-010 Fire Chief Wayne Heubner

01-Mar-11 – Moore attends Westmeath Stn. Practices x4

02-Mar-11 – Heubner attends Cobden Stn. Practice.

09-Mar-11 – Heubner, attends Council.

10-Mar -11 – Heubner, Moore work on bills.

17-Mar-11 – Heubner meets with Chief Moore and gives him budget.

24-Mar-11 – Heubner attends firefighters funerals in Listowel Ontario.

27-Mar-11 – Heubner, Moore finalize budget.

28-Mar-11 – Heubner, Herback meet with Glentel communications.

30-Mar-11 Heubner, Herback and Kosmack meet with dispatch.

STN. #1 – Haley’s

04-Mar-11 – MVC Hwy 17 east of Pinewood Park Rd.

11-Mar-11 – Co2 65 Logan Lane.

STN.#2 – Cobden

04-Mar-11 – MVC Hwy17 east of Pinewood Park Rd.

10- Mar -11 – Transformer fire Cty Rd. 8 and Barr Line..

11- Mar -11 – Co2 65 Logan Lane.

12-Mar-11 – Co2 1902 Snake River Line.

15-Mar-11 – Lift assist 30 Main St. Cobden.

21-Mar-11 – Co2 8 Simpson St. Cobden.

24-Mar-11 – Alarm activation 38 Morton St. Cobden.

26-Mar-11 – Alarm activation 1 Mackercher Dr.

30-Mar-11 – Grass fire 16356 Hwy #17..

STN.#3 – Foresters Falls

No/calls in March.

STN.#4 – Beachburg

24-Mar-11 – Car fire between McWitt and Sunset Trail.

STN.#5 – Westmeath

22-Mar-11 – Car fire between McWitt and Sunset Trail.

Truck/Hall Report

Haley – Bi-weekly training continues.

Cobden – Bi-weekly training continue, Extrication training ongoing.

Foresters Falls – Bi-weekly training continues

Beachburg – Weekly training sessions continue

Westmeath – Weekly training continues.

RECOMMENDATIONS:

Small, medium and large face masks have been purchased.

As budgets allows more equipment will be purchased.

Should have up to date list of fire wardens.

T.W.P. Whitewater Region Departmental Report

Department of PUBLIC WORKS March 2011 Monthly Activities:

- Plow trucks have been out on 7 weather responses compared to 1 last year at this time.
- Snow removal was completed in the villages after the large accumulation earlier in the month.
- Catch basins were cleared in preparation of precipitation and thawing.
- Bump signs have been put up where required.
- Cold patching pot holes has begun and will continue
- ½ load signs with the new tabs allowing 10pm to 10am hauling have been put up on the roadways.
- Various culverts that were frozen have been steamed and opened up to allow the flow of water through
- Collapsed culvert on Behm Line was changed
- Ice has been removed in all three arenas for the season

WHITEWATER REGION DEPARTMENTAL REPORT

DEPARTMENT: Building and By-law Enforcement DATE: March 31, 2011

MONTHLY ACTIVITIES:

- Carried out building, plumbing, septic and By-law inspections and attend meetings for future developments.
- Issued 8 Building Permits at a value of \$158,000.00 in total. 1 Seasonal Dwelling, 2 Renovation/Addition to existing residential dwelling, 1 residential accessory building, one residential plumbing permit, 2 agricultural accessory buildings and one demolition and a seasonal dwelling.
- One Provincial Offences Act Offence notices was served in regards to our Building By-law and the Building Code Act for Building without a permit.
- Attended our local Chapters Ontario Building Official Association meeting held at the Township of McNab Braeside Municipal office. We also met with all the local building inspectors and had a presentation from the Septic Store who are a supplier of all types of septic systems and components and are looking to set up a new store in Renfrew County.

RECOMMENDATIONS / MOTIONS TO BE BROUGHT FORWARD:

None

COUNCIL REPORT

PLANTS DEPARTMENT MARCH 2011

Emily Straberger of the MOE conducted the annual inspection of the Cobden wastewater treatment plant on March 11, 2011. The inspection report was received on March 16, the only action required being that the township continue with its program of eliminating infiltration and inflow into the collection system.

Plant flows at the Cobden water treatment plant are up approximately 30% over this period last year due to a stubborn water main leak(s?) which has not surfaced and is very difficult to locate. Activities at the Haley and Beachburg water plants consisted of normal monthly operations and maintenance. The recirculator drive in the Beachburg WTP was rebuilt with new bearings and seals.

Darwin Krose of the Electrical Safety Authority conducted electrical inspections of the facilities on March 14. He requested that wiring be removed from the old gas chlorination room, which has been completed.

Shane Severin

WHITEWATER REGION DEPARTMENTAL REPORT

DEPARTMENT: Building and By-law Enforcement DATE: March 31, 2011

MONTHLY ACTIVITIES:

- Carried out building, plumbing, septic and By-law inspections and attend meetings for future developments.
- Issued 8 Building Permits at a value of \$158,000.00 in total. 1 Seasonal Dwelling, 2 Renovation/Addition to existing residential dwelling, 1 residential accessory building, one residential plumbing permit, 2 agricultural accessory buildings and one demolition and a seasonal dwelling.
- One Provincial Offences Act Offence notices was served in regards to our Building By-law and the Building Code Act for Building without a permit.
- Attended our local Chapters Ontario Building Official Association meeting held at the Township of McNab Braeside Municipal office. We also met with all the local building inspectors and had a presentation from the Septic Store who are a supplier of all types of septic systems and components and are looking to set up a new store in Renfrew County.

RECOMMENDATIONS / MOTIONS TO BE BROUGHT FORWARD:

None

- b. **County of Renfrew Reeve's Report**
Report was received.

10. Committee Reports

1. Finance and Administration Committee

Moved by Joey Trimm, Seconded by Donald Rathwell

2011 – 1774 “Be it Resolved that the Finance and Administration Committee recommend to Council that we provide the following services to the Cobden Ag. Society:

- **The Township force be authorized to do winter snow removal throughout the entire lot as part of our regular service.**

- The Township shall offer to do the field grass a maximum of three times per season.
 - The Township shall forgive the remaining owing for paving of \$3,389 to be withdrawn from Ottawa River Power Reserve.
- No Action at this time for the adjusted Water Rates Request.

Carried by
Jim Labow

Moved by Joey Trimm, Seconded by Donald Rathwell
2011 – 1775 “Be it Resolved that the Finance and Administration Committee recommend to Council that the proposed Corporate Organizational Chart, the revised Job Description for the Public Works Manager and the new Environmental Services Manager, and the proposed salary grid be accepted as submitted.”

Carried by
Jim Labow

Moved by Joey Trimm, Seconded by Donald Rathwell
2011 – 1776 “Be it Resolved that the Finance and Administration Committee recommend to Council that we accept the proposal from Datafix for Municipal VoterView services which will allow the Township to maintain the Municipal Election list to the best of its ability for the next Municipal Election.”

Carried by
Jim Labow

- Moved by Donald Rathwell, Seconded by Joey Trimm
2011 – 1777 “Be it Resolved that the Finance and Administration Committee recommend to council that the Following Operation of Park and Beach Facilities be implemented:
- **Bev and Art Cobb be paid a flat fee of \$1000 for the operational maintenance of the booth and the scheduling and organizing of the volunteers for the 2011 Tourist Booth season.**
 - **Elmer Winters receive 75% of collected park fees for the collection of fees and the maintenance of the Tourist Booth Washrooms**
 - **Elmer Winters receive a flat fee of \$2300 to open and close the Beach House Washrooms and keeping them clean operational and stocked daily. Mr. Winters may from time to time be requested to do small projects which he will receive \$15 per hour.”**

Carried by
Jim Labow

11. Bylaws
Nothing.

12. Misc Correspondence

- 1. Ontario Heritage Trust – Heritage Community Recognition Program**
Information.
- 2. Ministry of Infrastructure – 10 year Infrastructure Plan – Information**
Information.
- 3. Valerie Kohlsmith-Blackburn – Public Input into the Disposition of the Abandoned CP Property – Information**
Information.
- 4. County of Renfrew – Farmland Tax Rebate Program and Managed Forest Incentive – Information**
Information.
Reeve commented on the issue.
- 5. Bonnechere River watershed - Invitation**
Information.

13. New/Unfinished Business

- 1. Severance Application – Pt Lot 20, Concession 2 - Ross B17/11(1) & B18/11(2) – Price**
Moved by Donald Rathwell, Seconded by Joey Trimm
2011 – 1778 “Be it Resolved that the Township of Whitewater Region has no objections to Severance Application B 17/11(1) & B18/11(2) Price on conditions that the applicant can meet the Required MDS separation.”

Carried by

- 2. **Beachburg Recreation Association – 5th Annual Beachburg Jam May 27 – 28, 2011 – Special Occasion Permit**
 Moved by Joey Trimm, Seconded by Donald Rathwell
2011 – 1779 “Be it Resolved that the Council of the Township of Whitewater Region declare the 5th Annual Beachburg Jam a Community Festival that does not knowingly contravene any Municipal By-Laws.”

Carried by
Jim Labow

- 3. **Health and Safety Presentation – Council responsibilities - Sue MacLaren**
 Mrs. MacLaren presented on the Health and Safety Ontario.
 Mrs. McLaren informed Council why Health and Safety is so important.
 Mrs. MacLaren informed Council of incident ratios.
 Mrs. MacLaren explained about the Canadian Labour Code and the Occupational Health and Safety Act.
 Reviewed regulations on Construction, Industrial, Critical Injury, Farming and Fire Fighting Protective Equipment.
 Reviewed Workplace Hazards and Applicable legislation. Mrs. MacLaren stressed to Council of the importance and legality on the reporting of hazards.
 Went over the Ministry of Labour’s Enforcement Strategy and factors used to identify workplaces for proactive inspection.
 Mrs. MacLaren explained the Internal Responsibility System
 - defined employees,
 - duties of employer under section 25 & 26
 - defined supervisor and reviewed duties under section 27
 - defined worker and reviewed worker duties under section 28
 - defined workplace
 Mrs. MacLaren went over Rights & Responsibility.
 Mrs. MacLaren explained the importance and main function of the Joint Health & Safety Committee.

- 4. **Health and Safety Policies and Procedure Manual - Review**
 Jacques Benoit and Steven Hodson gave a brief historical overview of the committee makeup and its activities in the past. They informed Council that the committee consisted of Jacques Benoit as chair, Steven Hodson as secretary, Robin Burskey and Shane Severin as members.
 Mr. Benoit and Mr. Hodson presented the prepared Health & Safety Policies and Procedures General and Workplace Specifics.

Moved by Joe Trimm, Seconded Dary Mclaughlin
2011 – 1780 “Be it Resolved that the Council of the Township of Whitewater Region adopt the Health & Safety Policies & Procedures as presented to Council and amended from time to time.”

Carried by
Jim Labow

- 5. **Community Events and Councilor Announcements**
 Library Golf Tournament – June 4, 2011
 Presbyterian Spaghetti Dinner – April 7, 2011 at 6:30
 Commissionaries Run – stop in Beachburg at 7:30 am on May 6th, 2011
 Westmeath District Rec Association – Website Release

- 14. **Closed Meeting to discuss litigation, potential litigation, labour relations, and the security of the property of the municipality.**
 Moved by:Daryl McLaughlin, Seconded by Cathy Regier

2011 – 1781”THAT this meeting become a closed meeting for the purpose(s) –
 Time 3:40 PM

- the security of the property of the municipality or local board;
- Personal matters about an identifiable individual, including municipal or Local board employees
- a proposed or pending acquisition or disposition of land by the municipality or local board;
- labour relations or employee negotiations;

- litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- a matter in respect of which a council, board, committee or other body may hold a closed meeting under another act;
- A meeting of a council or local board or of a committee of either of them may be closed to the public if the following conditions are both satisfied:
 The meeting is held for the purpose of educating or training the members
 AND
 At the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee.

Carried by
Jim Labow

Moved by Cathy Regier, Seconded by Daryl McLaughlin
2011 – 1782 “Be it Resolved that the Council of the Township of Whitewater Region committee of the Whole meeting dated April 6th, 2011 hereby be adjourned.”

Carried by
Jim Labow

15. Adjournment

Moved by Cathy Regier, Seconded by Daryl McLaughlin
2011 – 1783 “Be it Resolved that the Township of Whitewater Region Regular Council meeting dated April 6th, 2011 be adjourned at 4:25 PM.”

Carried by
Jim Labow

Dean Sauriol

Mayor Jim Labow