

Administration Report

April - June 2021 (Q2/21)



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Message from the Chief Administrative Officer

September 9, 2021

You might notice some slight changes to the format of the quarterly report. It is an important tool to inform the public, council, and staff about administrative matters. It is now organized to highlight some stats that will eventually serve as the basis for adopting some key performance indicators we can monitor over time and use to compare ourselves to other municipalities. It is also important to highlight work that supports the strategic plan and departmental workplan. Lastly, we highlight some key activities and provide a look ahead.

The quarterly report is a snapshot in time. The second quarter was another busy one with the pandemic still impacting operations and our community.

I want to acknowledge the retirements of Ward Somerville and Lindsay Broadhurst. Thank you for your service to the Township and all the best as you take on the next chapter. A special welcome to Sam Buttle who joined us to deal with the increasing development and building pressures as our Building Inspector/Plans Examiner. Amanda Labbe also joined us this summer as the Seniors Liaison Coordinator. The pilot project she supports is halfway through and we hope to connect with as many seniors as possible. The pilot runs until June 2022. Collin Lawson joined our as Arena/Park Operator and Dustin Denault as Mechanic. I want to pay homage to Melle de Haan who passed away in April. His many years of service at the Westmeath Arena are notable as are his contributions to our community.

You may have noticed progress on several important projects. Some key roads are seeing some improvements this construction season: Grace Street (Gore-Westmeath), Kohlsmith Road (Marjorie to Mineview), Olmstead-Jeffrey Lake Road, and Westross Road. Several gravel roads are also seeing some extra gravel. The work continues with improved LED streetlighting still to come. Signalized pedestrian crossovers will also be added in three school zones to support safety.

In closing, I want to thank staff for their hard work and continued dedication to the Township. Your work is important to meet our mission of providing services to a welcoming community and our vision to maintain our rural quality of life by balancing sustainability and growth.

I wish everyone a safe and healthy fall.

Sincerely,



Robert Tremblay
Chief Administrative Officer

Community Development

Community Development includes planning matters such as severances, site plans, zoning and official plan applications, as well as Economic Development & Tourism. Ivan Burton serves as Planner/Economic Development Officer. Building Code matters, under the responsibility of the Chief Building Official, are also summarized in this section.

By the Numbers

- Development Applications (incl. 4 Committee of Adjustment Meetings)
 - 10 Zoning By-law Amendments, 1 Site Plan Control By-law, 3 Part-Lot Control By-law
 - 16 Consent and 1 Minor Variance
- Building Permits
 - Issued 108 (of 155) building permits for a total estimated construction value of \$10,614,337.00 (of \$26,466,572).
 - Includes: 14 single detached dwellings, 4 seasonal cottages, 3 commercial, 5 agriculture, 1 demolition, 22 septic systems and 73 other residential (decks, garages, renovations, etc.)
- Published 5 Business/Farm Showcases (Beachburg Deli/ Bakery/Milanos, Easy Elegance, Kenny's Store, Dunbar Farm, McGregor Maintenance and Excavation, Gouldhaven Farms).

Workplan & Strategic Plan Progress

- Adopted the Township's first Development Charges By-law effective July 1, 2021.
- Received the Background Report for the Stormwater Assessment, Planning and Implementation Project for the Cobden Agricultural Area.
- Obtained funding from the National Disaster Mitigation Program (NDMP) and commenced the Ottawa River (Westmeath North) Flood Risk Assessment Project.
- Funded 1 CIP Septic System Improvement.
- Updated the Site Plan Control By-law and included provisions for the review of radiocommunication and broadcasting antenna systems (withdrew from CRINS).
- Obtained Delegated Authority for the Giving of Consents from the County of Renfrew.
- Finalized the "Where to Eat, Sleep and Play" brochures and online registration and delivery of 16 Welcome Packages. Currently participating in the "Rural Rewards" Shop Local Campaign.
- Supported the Tour de Whitewater with an event grant for \$750.
- Worked with Whitewater Ontario and local stakeholders to investigate options for in and out access to the whitewater portion of the Ottawa River.

Key Activities

- 2021 Special Event of the Year (OVTA) - Farm to Fork Series by The Whitewater Inn, Hedgeview Farm and Kasia's Gourmet Kitchen
- Volunteer Appreciation/ Recognition: Lifetime Achievement Award – Helen Francis and Volunteer Recognition Award – Russell Mackay.
- Supported the redevelopment of the Presquille Peninsula by Consent and the transfer of the fire access route in exchange of a private road.
- Replaced the 2014 Chevrolet Silverado Building Services vehicle with a 2021 Chevrolet Equinox LS AWD.
- Obtained a 24-month Building Inspection/ Plans Examination support for the Building Services and appointed Levi Junop as a casual Building Inspectors for Part 3 and Large Buildings.

Look Ahead

- Seek a decision on OPA No. 11 from MMAH and implement findings of Growth Study through an Official Plan Amendment application.
- Award the preparation of the Township's Growth Readiness Policies, Consolidate and Updated Zoning By-law and Development Standards (Municipal Modernization Program Intake 2) with the Township of Greater Madawaska.
- Engage a Business Outreach officer to complete a Business Retention and Expansion (BR+E) Program funded in part by the Province's Rural Economic Development (RED) Grant.
- Award and complete the Building Services Review (Municipal Modernization Program Intake 2).
- Develop a draft Local Community Profile.
- Review and implement corporate signage (Industrial Park and Highway 17).
- Support initiatives to improve a high-speed regional telecommunications network.
- Having obtained direction, open and operate the Tourist Booth for the summer with volunteers.

Finance & Administration

Sean Crozier, Treasurer/Deputy CAO leads Financial Services, including accounts payable/receivable, taxation, purchasing, insurance/risk management, and asset management.

By the Numbers

- On May 6, 2021 90 reminder letters were sent to 2+ years delinquent tax accounts and 862 letters were sent to delinquent tax accounts with current and 1 year tax arrears.
- As of June 30, 2021 522 properties remained in arrears as follows:
 - \$253,517.06 2+ years
 - \$314,562.28 1 year
 - \$390,843.68 current
- As of June 30, 2021 6.8% of the 2021 interim tax billing remained uncollected. In comparison, as of June 30, 2020 8.9% of the interim tax levy remained uncollected.
- As of June 30, 2021 143 utility accounts remained in arrears as follows:
 - \$16,051.22 91-180 days in arrears
 - \$31,246.25 1-90 days in arrears
- As of June 30, 2021 42 other accounts receivable remained in arrears as follows:
 - \$6,083.42 over 90 days in arrears
 - \$7,383.27 60-90 days in arrears
 - \$5,621.49 30-60 days in arrears
 - \$34.89 current
- As of June 30, 2021, including interest and penalty, \$1,013,513.60 was owed to the Municipality for taxes, utilities and other accounts receivable.
- As of June 30, 2021, the Township had \$77,360.36 of outstanding cheques not cashed and \$599,671.21 of expenses to be paid.
- Financial Ratios:
 - Quick Ratio measures capacity to pay current liabilities.
 - $(\text{current assets} - \text{inventory}) / \text{current liabilities}$
 - $2,833,614.03 / 909,534.39$
 - 3.1
 - Cash Ratio measures how much cash and liquid investments could be available to cover current obligations.

- cash and cash equivalents / current liabilities
- 1,468,060.68 / 909,534.39
- 1.6
- During the quarter the Township issued 237 cheques and 148 payments via EFT/PAP. In quarter 1 (January – March) the Township issued 285 cheques and 171 payments via EFT/PAP
- During the quarter, the landfill accepted 153 payments via debit for a total of \$6,861.00.
- During Q2, the Township received 14 payments via PayPal for dog tags, bringing the total number of dog tags sold to 601 as of June 30, 2021.
- From April to June, 114 tax certificates were processed compared to 66 during quarter 2 of 2020 and 79 from quarter 1 of 2021.

Workplan & Strategic Plan Progress

- Launched payment by credit card via Paymentus.
- In process of collaborating with the fire department to merge data from FirePro to iCity for payroll purposes.
- Finance Team met four times during the quarter with the intent to enhance Standard Operating Procedures and identify key risks to the organization.

Key Activities

- The Treasurer/Deputy CAO represented the Township at the Tax Policy Working Group hosted by the County of Renfrew to recommend County Council tax ratios.
- Three staff members attended a Fraud & White-Collar crime in Municipalities workshop.
- The Treasurer/Deputy CAO introduced a Use of Corporate Vehicle Policy for inclusion with other human resource policies.
- Processed write off for ministry-controlled properties that were formerly owned by Timminco.
- 2021 tax rates were generated and approved by Council for the revised levy of \$6,004,056.

Look Ahead

- Implement Access e11 as an issue management tool.
- Generate final tax and PIL invoices.
- Begin preliminary work for the 2021-year end audit.
- Work with LEG municipalities in issuing joint audit and insurance RFPs.
- Begin preliminary work on 2022 budget.

Fire Services

The Fire Department is managed by Fire Chief Jonathan McLaren. With over 70 volunteer firefighters at five stations, the Department ensures the protection of the area with suppression, training, and prevention.

By the Numbers

- The Whitewater Region Fire Department responded to 41 emergency calls, including 6 fires, 2 motor vehicle collisions, and 3 gas leaks. The dry spring conditions led to an increase in grass fires this year, and an implementation of a partial burn ban.

Workplan & Strategic Plan Progress

- SP 103 Forest Fire training took place in April; the theory being done via Zoom and the practical taking place afterwards, in keeping with our MNRF agreement.
- Fire crews continue to train for Superior Tanker Accreditation, including a joint session in September with Admaston Bromley Fire Department.
- The closure of the Gravenhurst Fire College campus has created challenges to firefighter and officer certification. To accomplish our goals of certification we have applied to enter a learning contract with the Ontario Fire College, which would allow us to teach these courses in house with support and curriculum provided by the Ontario Fire College.

Key Activities

- Adjustments were made to fire department response (running assignments) to ensure adequate resources are sent to each response.
- 2021 recruit class graduated to probationary firefighters on June 1st adding 15 firefighters to the department, with each station receiving new members.
- Captain Corey Mackenzie, and Lt Stacey Levesque were promoted to Deputy Fire Chiefs.
- Chief Guy Longtin retired on June 1st; we wish him all the best in his retirement!
- In person training has resumed as Covid restrictions were lifted; practical training is being emphasized throughout the spring and summer.
- The Fire department received a Municipal Fire Protection Grant that was used to improve online training access. This is a key component to firefighter recruit training and future certification.

Look Ahead

- Firefighter testing is scheduled for Q1 of 2022, this is the first step to firefighter certification.
- October is Fire Prevention Month. With this in mind the Fire Department will be reinstating our door to door smoke alarm public education program. This is designed as an educational tool as opposed to enforcement.

Office of the CAO

The Office of the CAO includes overall corporate management of the organization under the leadership of Robert Tremblay, Chief Administrative Officer. The office is also responsible for human resources and health & safety. 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

- A Canada Summer Jobs grant was received and 7 students were hired.
- The Clerk issued the following:
 - 11 trailer licenses
 - 10 burial permits
 - 17 commissioning
 - 4 Weddings
 - 1 lottery license
 - 1 kennel license
 - 1 chicken license

Workplan & Strategic Plan Progress

- Discussions occurred with CN on the potential purchase of the former rail bed leading from the Ottawa River to the Township of Laurentian Valley.
- The Active Transportation Plan is being developed by WSP Consultants. A survey and stakeholder consultation session occurred.
- Consultation occurred with Whitewater Ontario and local businesses on their approach to gaining public access to the whitewater portion of the Ottawa River.
- Applications were submitted to several grants with three successful Municipal Modernization projects, including two involving other municipal partners.
- The Westmeath Recreation Task Force was established and started meeting.
- Work is on-going on the development of a fulsome Asset Management Plan. Data was collected and reconciled. Sessions were held with key staff on levels of service.
- Community leadership was recognized. Five students received bursaries. Russel Mackay received the Adult Volunteer of the Year Award and Helen Francis received Lifetime Achievement.

Key Activities

- In response to the Province's requirements, the Township confirmed its intent to join the Renfrew County Detachment Police Services Board.
- Research was undertaken about a few private roads and requests for renaming or assumption.

- The CAO completed his term as President of the Association of Municipal Clerks, Managers and Treasurers of Ontario. He remains on the Board of Directors and Management Committee for one more year as Past President. The CAO presented virtually at the Leaders Forum, Municipal Information & Access Forum, and the AMCTO annual conference.
- The Seniors Community Needs Assessment and Age Friendly Community Plan were completed. A seniors pilot project was initiated as funded by the Government of Ontario. The pilot includes the hiring of a part-time Seniors Liaison Coordinator (25 hours per week) and a store front to access referrals out of the former Beachburg Scotiabank. The pilot is supported by Carefor and Renfrew Seniors Home Support.
- A Road Naming Policy was developed.
- The union representing Roads employees were decertified by the bargaining group.
- Human Resources Policies were all reviewed and consolidated. Job evaluation was completed, including Pay Equity.
- Two legal claims were concluded.
- Propane course was delivered in June 2021 – 20 staff members were trained.
- Q2 JHSC meeting was delayed to July 27/21.
- Ergonomics assessment of workstations was performed for most workstations at the administration office and supplies purchased.

Look Ahead

- A draft Asset Management Plan will be presented to Council in the fourth quarter. The draft Active Transportation Plan will be presented in October.
- An update on the Departmental Workplan and Strategic Plan will be presented in the fourth quarter.
- A report on the Seniors Task Force will be forthcoming discussing its on-going work and governance.

Parks & Recreation

The Parks & Recreation Department is led by Jordan Durocher, Manager. The Department is responsible for arenas, parks, boat launches, ball diamonds, beaches, and active transportation. The department works closely with community partners.

By the Numbers

- The department transitioned from ice operations to parks. The department adopted a strategy to collect data on time spent in different areas and to understand the scope of the tasks. The following breaks down where the departments staffing resources were required this quarter.

Arenas	6%
Beach/Boat Launch/Parks	31%
Grass Maintenance	17%
Travel (between work sites)	18%
Facility Maintenance	18%
Vacation/Sick Time/ Stat Holidays	10%

- Facility Rentals were impacted due to the Coronavirus lockdown; as a result we had 3 ball diamond bookings and 1 fishing tournament booking.

Workplan & Strategic Plan Progress

- June is Recreation Month. Due to the ongoing pandemic, staff developed a recreation bingo activity which encouraged people to stay active. Participants submitted their cards with pictures of their activities. Tracy Ross and family were the lucky winners of this year's activity.
- A series of Standard Operating Procedures were developed and implemented into this year's Park Training.
- Operational requirements for grass maintenance, beach and park operations were confirmed to ensure tasks would be completed. The department prioritized park efficiencies and adopted a two-crew model. Crews deployed out of both the Westmeath Garage and the Cobden Arena. A truck was added to the fleet to cover operations needed across the township.
- Capital Items completed in this quarter were the purchase and delivery of a Parks truck and lawn mower.
- The department began implementing action items from the operational review.

Key Activities

- The Boyer-Laderoute Parkette constructed commenced. The vacant lot was cleared of invasive trees and shrubs. The project was approximately 85% complete by end of Q2.
- The brine leak at the Beachburg Arena was isolated and to be resolved in Q3. A fulsome report will be brought to Council as an information item in Q3.

- Summer Student Park Attendants joined the department in mid-May. The department hired 3 Park Attendants to assist with park maintenance.
- Parks and Boat Launches officially opened the long weekend of May.
- The department participated in a propane handling course. Training is critical to the operations of the department and safety of staff.

Look Ahead

- The department will finalize most of the 2021 departmental Capital work in Q3.
- Preparation for the opening of all three ice facilities will begin.
- Transition from parks to arenas will occur.

Public Works

Public Works 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

- 10 culverts were replaced.
- 275 MT of cold patch was used to fill potholes.

Workplan & Strategic Plan Progress

- Gravel Road Program (3 of 7 roads complete in Q2):
 - Fletcher Rd (Grants Settlement Rd to dead end)
 - Fletcher Rd (Government Rd to Sams Rd)
 - McGonegal Rd (Indian Rd to overhead bridge)
- Raising of a section of Rapid Rd near Vizena Trail was completed.
- Roof replacement of the Cobden Water Treatment Plant was completed.
- Sensors were installed on the mower and graders for additional GPS data.

Key Activities

- All gravel roads received first grading of the year including dust control.
- Brushing was completed on the following roads:
 - Olmstead-Jeffrey Lake Road
 - Kohlsmith Road (Marjorie Road to Mineview Road)
 - Synton Street from Blackwell Street to the Boat Launch
- Received delivery of the 2021 Volvo SD115B drum roller on June 1st.
- Street and sidewalk sweeping were completed.
- Spring curbside leaf & yard waste collection pilot took place May 10th – 13th.
- The spring household hazardous waste event was held on May 15th.
- The 2020 Blue Box Datacall was completed and submitted to the Resource Productivity and Recovery Authority (RPRA).
- The 2020 annual energy consumption reporting (hydro, natural gas, furnace oil and propane) was completed and submitted.
- Fleet was oil sprayed and annual inspections started for dump trucks and fire trucks.



Look Ahead

- LED Streetlight conversion
- Olmstead-Jeffrey Lake Road Rehabilitation
- Pedestrian Crossover installation
- Completion of Grace Street project.

Budget Summary

This section provides highlights of budget versus actual, as prepared by the Treasurer.

Revenue

- Taxation showing \$0.00 as final tax bills have not been generated.
- Federal grants showing low as Gas Tax funding has not been recognized as eligible expenses have not been incurred.
- Administration revenue is trending to exceed budgeted amount.
- Services and rents showing under projected budget as no building rentals have occurred.
- Miscellaneous revenue showing higher than expected as the Township received ORPC dividends.
- Sales during the quarter include:
 - \$43,424 sale of Industrial Park land to McCrea Excavating
 - \$2,105.30 sale of 2005 Ford Explorer
 - \$3,644.50 sale of 2006 Dodge Ram 1500 4WD
 - \$3,006.25 sale of 1991 Olympia
 - \$3,283.75 sale of 2012 Flail Mower
 - \$1,410.63 sale of 1995 Chevrolet 1500 Ext. Cab 4WD
- Fire revenue includes 3 insurance claims and 1 Ministry of Transportation claim.
- Building permit revenue is exceeding budgeted projection.
- Dog licenses have exceeded budgeted projection.
- Planning is expected to exceed budget projection early in quarter 3 due to consent fees.
- Sewer revenue appears lower than expected but this is due to only two of six invoices have been processed.
- Recycling revenue is low compared to budget as the final tax bills have not been generated and thus the curbside collection charge has not been calculated.
- Waste management revenue is tracking to exceed budgeted projections.
- Drainage showing \$0.00 revenue earned as transfer from reserves have not been recorded and tile drain charges have not billed as final tax bills have not been generated.

Tax Supported Operating Expenses

- Administration is tracking ahead of budget projections as tax write offs to date are \$75,875.96.
- Building Department appears over budget; however, this is due to the fact subscriptions and memberships are purchased during quarter 1 for the year.
- Parks appear over budget as of June 30, 2021 due to the full scope of the Westmeath Cenotaph project being approved post budget approval.

- All other expenses are within at least 5% over projected budget as not all capital items have been completed and transfer to reserves not being recorded.
- Overall, the general budget variance report shows a deficit as the final tax levy has not been processed.

Water and Wastewater

- Revenues appear under budget as only two of six utility bills have been processed and the transfer to reserves has not occurred.
- Expense categories appear well under budget as major capital works have not been completed.

Capital Projects

- Wide format printer has been purchased and has come \$1,679.66 under budget.
- Front counter project has been completed. The Township was unsuccessful in obtaining the Enabling Accessibility Fund grant and therefore the contribution from reserve will be \$3,096.80 greater than budgeted.
- The Building vehicle was purchased and was \$7,491.19 under budget.
- Tender 2021-09 for the Compactor (drum roller) was awarded to Strongco and \$17,475.41 under budget and will be financed through a debentured in quarter 3.
- Parks vehicle was purchased \$1,263.23 under budget.
- The Westmeath septic project from 2020 was completed \$12,368.60 under budget and is financed from Gas Tax.
- Tender 2021-08 for a Grader was awarded to Brandt Tractor Ltd.
- Tender 2021-07 for a reversible Plow Tandem Truck was awarded to Francis Canada Truck Centre Inc.
- Tender 2021-19 for the Cobden Treatment Plant roof replacement was awarded to JC Fitzgerald & Sons Ltd.
- Tender 2021-16 for Grace Street rehabilitation was awarded to B.R. Fulton Construction Ltd. and Council approved the single source award of construction supervision and management to Jp2G Consultants Inc.
- Tender 2021-14 for the Westmeath cenotaph project was awarded to 11425579 Canada Inc.
- Council approved the award of LED streetlight conversion to Envari Energy Solutions Inc.
- Tender 2021-18 for the Parks lawn tractor was awarded to Huckabone Equipment.
- Tender 2021-16 for the rehabilitation of Olmstead-Jeffrey Lake Road was awarded to Thomas Cavanagh Construction Ltd.
- On June 30, 2021, the Treasurer/Deputy CAO entered into an agreement with RCAP Leasing to lease a 2021 Konica Minolta Bizhub photocopier/printer for a period of 66 months as it was more economically viable than to purchase a new machine.

Council Business

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

By-laws

- Council passed 35 bylaws.
- 2 were not enacted (Whitewater Tours Agreement and Noise By-law).
- Short Form Wording approval was given by the Province for By law 21-05-1388, a by-law to license, regulate and govern Hawkers and Peddlers.

Staff Reports

- A busy second quarter as Council heard 80 staff reports.

Presentations

- 5 presentations were received by Council:
 - Development Charges
 - Seniors & Older Adult Task Force Update
 - Beatty's Trail issue
 - County Defib Program
 - Whitewater Ontario- Public Access to Whitewater section of Ottawa River.

Staff Teams

Office of the CAO

Robert Tremblay, Chief Administrative Officer	rtremblay@whitewaterregion.ca
Carmen Miller, Clerk/CEMC	cmiller@whitewaterregion.ca
Marsha Hawthorne, HR/Compensation Coordinator	mhawthorne@whitewaterregion.ca
Amanda Labbe, Seniors Liaison Coordinator	seniors@whitewaterregion.ca

Finance & Administration

Sean Crozier, Treasurer/Deputy CAO	scrozier@whitewaterregion.ca
Kim Peterson, Deputy Treasurer	kpeterson@whitewaterregion.ca
Julie Parr, Finance Assistant	jparr@whitewaterregion.ca
Sandra Moss, Finance Clerk	smoss@whitewaterregion.ca

Community Development

Ivan Burton, Manager/Planner/EDO	iburton@whitewaterregion.ca
Doug Schultz, Chief Building Official	dschultz@whitewaterregion.ca
Samuel Buttle, Building Inspector/Plans Examiner	sbuttle@whitewaterregion.ca
Debbie Ready, Coordinator/Bookings	dready@whitewaterregion.ca

Fire Department

Jonathan McLaren, Fire Chief	jmclaren@whitewaterregion.ca
Stacey Levesque, Deputy Fire Chief	
Corey MacKenzie, Deputy Fire Chief	
Julie Butala, Fire Assistant	

Parks & Recreation

Jordan Durocher, Manager	jdurocher@whitewaterregion.ca
Arena/Park Operator:	Kelly Davidson, Al Griffiths, Collin Lawson, Jerry McIntyre

Public Works

Lane Cleroux, Manager	lcleroux@whitewaterregion.ca
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Environmental Services

Steve Hodson, Superintendent	shodson@whitewaterregion.ca
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Bill Tripp, Landfill/Facilities Operator

Courtney Loan, Landfill Attendant

Transportation Services

Mechanic: Terry O'Malley, Dustin Denault

Driver/Operator: Derek Bennett, Roger Blaedow, Randy Buckwalt, Roy Church, Lucas Hewitt, Andrew McLeese, Nathan Tubby, Perry Yach, and Anthony Zadow.