



Administration Report

October to December 2019 (Q4/19)

P.O. Box 40, 44 Main Street
Cobden, Ontario
K0J 1K0
613-646-2282



www.whitewaterregion.ca

Table of Contents

Contents

Message from the Chief Administrative Officer	3
Development & Planning	4
Planning	4
Economic Development	4
Tourism	4
Environmental Services	5
Drainage	5
Utilities	5
Water & Wastewater	5
Waste Management	6
General Government	7
Financial Services	7
Legislative Services	7
Asset Management	7
Health & Safety	8
Office of the CAO	8
Parks & Recreation	9
Arenas	9
Recreation Programs	9
Parks & Trails	9
Boat Launches & Beaches	9
Protective Services	10
Building Services	10
By-law Services & Animal Control	10
Fire Services & Permits	10
Emergency Management	10
Public Safety & Policing	10
Transportation Services	11
Administration & Engineering	11
Fleet	11
Roads	11
Full-Time Staff Teams	12

Message from the Chief Administrative Officer

January 17, 2020

The staff team had a busy 2019 with a new Council on board. The 2019 and 2020 budgets were developed and approved. A new strategic plan guiding the Township's work until 2030 was completed. In addition, many policies were created or updated. The year was marked by the devastating flooding which required full staff and community support beginning in April. Our roads team were busy (as usual) with road construction and maintenance work. Taste of the Valley was another success; many families also took advantage of swimming lessons. Every year brings challenges and opportunities. We continue to work as a staff team to improve services, address effectiveness, and contribute to the quality of life we enjoy in Whitewater Region.

Looking ahead to 2020, my workplan includes the following objectives:

Objective 1: Ensure the implementation of the strategic plan.

Objective 2: Review certain by-laws and their enforcement.

Objective 3: Improve corporate communications.

Objective 4: Lead efficiency and effectiveness projects.

In closing, I want to conclude by thanking staff for their work and dedication.

Regards,

Robert Tremblay

Chief Administrative Officer



Development & Planning

Development & Planning includes severances, site plans, zoning and official plan matters, as well as Economic Development & Tourism. Ivan Burton serves as Planner/Economic Development Officer.

Planning

- A total of 2 Consents, 5 Zoning By-law Amendments and 4 Development/ Private Road Agreements were reviewed and a total of 15 Compliance Reports were issued.
- Council accepted the extension to the Draft Conditions of Approval for Wren Subdivision. Surveying has been completed for the Parkland Dedication/ Transfer.
- The Recreational Vehicle Licensing By-law and Zoning By-law Amendment were passed by Council and no appeals were filed.
- Capital and Operating Budgets as well as revisions to the User Fees and Charges for Planning, Economic Development and Tourism were presented.
- An educational session was led by Gary Scandlan of Watson and Associates Economists Ltd. relating to the Water and Wastewater Rate Study.
- Presented to the Seniors Task Force on the planning policies and opportunities for Secondary Dwelling Units and Affordable Housing.
- Attended the County of Renfrew 10-Year Housing and Homelessness Plan stakeholder consultation, the 2019 Road Conditions Bus Tour with Council and Muskrat Lake Association meeting with representative of MECP, OMAFRA and Admaston/Bromley.

Economic Development

- Assisted in the submission of the funding application for Investing in Canada Infrastructure Program (ICIP): Community, Culture and Recreation Stream.
- The Community Improvement Plan Review Committee issued the approval of 3 Septic System Improvement Grants and one Agriculture Buffer Improvement Grant.
- Attended a site visit of Logos Land and Champlain Village with owner Gerry Paxton to better understand current residential development and offerings.
- Assisted in the review and update of the Township Website.
- Council approved a letter of support for the Cogeco Network Expansion to support access to Broadband Internet and Telecommunication Services.

Tourism

- Ted Barron made a presentation to Council regarding overnight camping in Veterans Memorial Park, the lack of streetscaping on Main Street Cobden and concerns with respect to Cobden Beach and Boat Launch.
- The Ottawa Valley Cycling and Active Transportation Alliance made a presentation to Council regarding Active Transportation Planning.

Environmental Services

The Environmental Services Division is led by Steve Hodson, Superintendent within the Public Works department. The Division is responsible for drainage, utilities, waste & wastewater, as well as waste management, including recycling and curbside pickup.

Drainage

- Whitewater Region entered into an agreement with Jp2g Consultants Inc. to undertake Ottawa River Outfall Erosion and Sediment Control Plan for an outlet located at the end of Harmony Bay Road per the request of the Ministry of Environment, Conservation and Parks (MECP).
- Per Council resolution #2019-4090, Robinson Consultants Inc. were awarded the following:
 - McLeod Municipal Drain Engineering Services (Proposal 4365), at an estimated cost of \$14,067.50, and
 - Supplemental Drainage Superintendent Services (Proposal 4331), at an estimated cost of \$55,623.00.

Utilities

- A solar panel report was presented for information purposes. The project was funded via debenture in the amount of \$334,263.07 for a 10-year term (2014-2024) at a rate of 2.64%. Solar panels were installed on the following buildings in 2014.
 - Administration Office - 44 Main Street, Cobden
 - Cobden Garage/Fire Station #2 - 44 Gould Street, Cobden;
 - Cobden WWTP (Sewer) - 1 Astrolabe Road, Cobden;
 - Cobden WTP (Water) - 28 Bonnechere Street, Cobden;
 - Ross Garage - 2271 Mineview Road, Cobden;
 - Westmeath Fire Station #5 - 127 Synton Street, Westmeath;
 - Beachburg WTP (water) - 31 Robertson Drive, Beachburg; and
 - Beachburg Fire Station #4 - 17 Hannah Street, Beachburg.

Water & Wastewater

- Reports were prepared and presented to Council on Ministry of Environment, Conservation & Parks Drinking Water Inspection Reports (Haley DWS and the Cobden DWS).
- OCWA's current Quality & Environmental Management Standard was brought to Council for endorsement during Q4.
- A significant sewer repair was conducted to remove a storm line connected to a residence's sanitary ahead of the main connection. The repair closed Ross Street for a day with an alternate thru-way for local traffic.
- A report was prepared and presented to Council in early December specific to OCWA's Q3 Financial Report.
- A water break on Morton Street was repaired.

Waste Management

- Waste Management mail out was sent to residents to promote and educate on the new changes to curbside collection.
- RFQ for grinding leaf & yard waste as well as clean lumber from the Ross Landfill Site was awarded to National Grinding. Piles were processed in December and all mulch material is currently being used for alternative daily cover.
- Report prepared for the Ministry of Environment, Conservation & Parks on a fire which occurred at the Landfill Site during the summer. The small fire at the tipping face was easily extinguished.
- A second Part-Time Landfill Attendant was hired during Q4 to work at the Ross Landfill Site during normal operating hours.
- Ross Landfill Site Protocol & Procedures document was updated specific to on-site Emergency Procedures (e.g. Fires, Spills, etc.).
- A meeting was attended by staff at the Ottawa Valley Waste Recovery Centre to discuss the prospects of a potential buy-in by the Township of Whitewater Region. Council endorsed proceeding with the appraisal process.
- An AMO session was attended in Smiths Falls to further gather updated information on the blue box program transition. A report was brought to Council on the future blue box program transition to full producer responsibility.
- A session hosted by Emterra was attended in Renfrew. Emterra has purchased the old Beaumen Material Recycling Facility and are seeking future collection and processing contracts.

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.

Financial Services

- The 2020 budgets and user fees were prepared, presented and adopted by Council.
- The Treasurer presented a budget presentation to staff at a staff training session.
- Supplemental bills and tax write offs were completed with 59 Section 357 applications processed.
- Accounts Receivable, Tax Billing & Collection and Utilities Billing & Collection policies were updated.
- Quarter 4 water and sewer bills were mailed out December 4, 2019 with the due date December 31, 2019.
- The annual procedural audit was completed by MacKillican & Associates.
- The MDRAP flood claim was submitted to the Province totaling \$ 1,202,701.77.
- Two debenture applications were initiated to Infrastructure Ontario for fire apparatus.

Legislative Services

- For the year of 2019, the Clerk issued 20 burial licenses, 20 lottery licenses, and, commissioned 51 documents.
- In 2019, two marriages were performed.
- Council met a total of 28 times in 2019 hearing 243 reports and enacting 114 by-laws.
- Records retention management projects were undertaken with summer students.
- Customer service-related policies were adopted by Council.

Asset Management

- Energy audits are underway for municipally-owned properties in Foresters Falls.
- An inventory of municipally-owned properties was presented to Council.
- A list of road lengths by type was completed.
- The janitorial services contract was awarded.
- Council also received a report on the expired lease with Snow Country for use of the former Ross garage.

Health & Safety

- The CAO is working on an update to the Violence & Harassment Policy.
- Health & Safety Training occurred as part of the all-day staff training day.
- Two staff members received Part I Certification training in Pembroke.
- The joint committees met during the quarter.

Office of the CAO

- Significant time and energy went into the Strategic Plan process which was ultimately adopted by Council with a number of key strategies and action items, as well as an update to mission and vision statements.
- The Township is joining forces with other municipalities on service modernization. The Local Efficiency Group is comprised of Arnprior, McNab/Braeside, Greater Madawaska, Horton, Renfrew and Admaston/Bromley.
- A Save our Scotiabank Committee was formed as a result of the impending closure of the Beachburg branch. Staff involvement is focused on communications and research support.
- The CAO's 2020 workplan was approved by Council.
- A new Township website was designed by a local firm.
- A total of eight delegations were secured to meet with Provincial Ministry officials at the Rural Ontario Municipalities Conference in January 2020.

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.

Arenas

- **Plant Start Up**
 - Westmeath Arena began on October 4 with first ice on October 15.
- **Ice Rental**
 - Beachburg Arena: 455hrs of ice rentals and 5hrs of hall rentals
 - Cobden Arena: 622.5hrs of ice rentals and 217.5hrs of hall rentals
 - Westmeath: 300.5hrs of ice rentals (hall rentals are responsibility of WDRA)
 - Total Rentals: 1378 hours
 - Average daily hours: Beachburg Arena (5) Cobden Arena (7) Westmeath (3).
- Canteen Services agreements were completed for remaining facilities.
- Investing in Canada Infrastructure Program grant application in support of the Cobden Arena addition was submitted.
- Beachburg Arena had a break of the Olympia (regulator and distributor cap). Borrowed neighbouring municipality's Olympia to resume rentals during repair. Cost of repair \$2800.
- Westmeath Arena had a septic system failure, which required excavating, temporary repairs, electrical and pump outs for a cost of repair \$5,000.

Recreation Programs

- Taste of the Valley saw 100+ vendors with a new vendor layout. Total attendance was approximately 4000. Administrative support and guidance were provided by the County with Township staff managing logistics and participation from the Civitan Club, Scouts and other volunteers.
- The Department launched a different format for public skates to understand which skate times worked best for the community. Council approved the following schedule:
 - Beachburg – Friday and Saturday evenings
 - Cobden – Monday morning and Friday evening
 - Westmeath – Friday afternoon and Saturday evenings.

Parks & Trails

- Park closures occurred throughout the Region at the end of the season with year end maintenance for equipment.

Boat Launches & Beaches

- Boat Launches were closed at the end of the season and Roads staff removed and stored docks.

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 60 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 crossing guards. OPP matters are also summarized.

Building Services

- It has been a busy fourth quarter with 4 single family dwellings, 6 accessory buildings, 9 single family renos or additions, 5 demolitions, 1 deck, 17 septic systems, and 1 mobile home.
- The estimated value of construction was \$2,348,900.00.
- There will be more demolitions in 2020 with regard to the flood.
- In total, we had 216 building permits and 60 septic system permits. This is compared to 52 septic and 144 building permits in 2018.

By-law Services & Animal Control

- We still are receiving a few calls in regards to dogs running at large, but the winter months are slower with these issues.
- The property standards complaints have also slowed down this quarter.

Fire Services & Permits

- There were 17 calls in Q4, including 4 fires, 4 motor vehicle collisions, 5 false alarms, and 3 burn complaints. The fire department had a total of 81 calls in 2019, including 16 fires and 14 motor vehicle collisions.
- Two hundred and one burn permits were issued in 2019.
- The fire department received two new Ford F150s to replace existing command vehicles and a new Mini-Rescue to go in service at Station 2 (Cobden).
- Fire stations participated and provided public education as part of the many local holiday celebrations and parades.

Emergency Management

- Carmen Miller, alternate CEMC, completed the EM200 course in Ottawa.
- The emergency response plan was reviewed and updated in preparation for submission to Emergency Management Ontario.

Public Safety & Policing

- A Steering Committee was formed to develop a Community Safety & Well-Being Plan lead by the Renfrew OPP Detachment. A similar exercise is also underway for the Upper Ottawa Valley municipalities with the City of Pembroke having received funding.

Transportation Services

The Transportation Services Division is led by Randy Buckwalt, Roads Superintendent within the Public Works Department. This area includes responsibility for fleet and roads.

Administration & Engineering

- Private Road Standards policy was developed to guide, establish standards for the development of new and existing private roads within the Township of Whitewater Region.

Fleet

- The Public Works Department received delivery of the 2019 Massey Ferguson tractor and blower.

Roads

- The Department responded to 24 weather events that required sand/plowing operations.
- Various gravel roads were graded.
- Ditching was done on Heather Place in the Haley Townsite.
- Winter sand hauled to sheds at Westmeath and Mine View yards.
- Grant Settlement Road (Powers Road to Fletcher Road) was finished with DST applied.
- A new culvert was installed on Greenway Drive.
- Culvert was replaced at the Snake River Line & Waterview Road Intersection.
- Delineators have been erected along raised portions (from spring flooding) of Lacroix Bay Road, Hilltop Drive, Greenway Drive, Coulonge Lake Trail and Point Trail.
- Brushing has been continuing in the Westmeath and LaPasse area.
- Gravel road repairs were completed on Dupuis Line, Meath Hill Road, Eldon Road, Stoppa Road and Rox Siding Road.
- Concrete blocks were installed and pad paved for the new salt storage shed at the Cobden yard.

Full-Time Staff Teams

General Government

Robert Tremblay, Chief Administrative Officer	rtremblay@whitewaterregion.ca
Carmen Miller, Municipal Clerk	cmiller@whitewaterregion.ca
Janet Collins, Asset Management Coordinator	jcollins@whitewaterregion.ca
<hr/>	
Sean Crozier, Treasurer/Deputy CAO	scrozier@whitewaterregion.ca
Marsha Hawthorne, Pay & Benefits Coordinator	mhawthorne@whitewaterregion.ca
Sandra Moss, Finance Clerk (Purchasing/AP)	smoss@whitewaterregion.ca
Kim Peterson, Finance Clerk (Taxation/Utilities)	kpeterson@whitewaterregion.ca
Debbie Ready, Finance Clerk (Recreation/AR)	dready@whitewaterregion.ca

Development & Planning

Ivan Burton, Planner/EDO	iburton@whitewaterregion.ca
--------------------------	-----------------------------

Parks & Recreation

Jordan Durocher, Manager	jdurocher@whitewaterregion.ca
Arena/Park Operator III: Al Griffiths	agriffiths@whitewaterregion.ca
Hugh Martin	hmartin@whitewaterregion.ca
Jerry McIntyre	jmcintyre@whitewaterregion.ca

Protective Services

Doug Schultz, Chief Building Official	dschultz@whitewaterregion.ca
<hr/>	
Jonathan Wilker, Fire Chief/CEMC	jwilker@whitewaterregion.ca
Jonathan McLaren, Deputy Chief	jmclaren@whitewaterregion.ca

Public Works

Lane Cleroux, Manager	lcleroux@whitewaterregion.ca
<hr/>	
Steve Hodson, Superintendent of Environmental Services	shodson@whitewaterregion.ca
Bill Tripp, Landfill/Facilities Operator	btripp@whitewaterregion.ca
<hr/>	
Randy Buckwalt, Roads Superintendent	rbuckwalt@whitewaterregion.ca
Terry O'Malley, Mechanic Driver/Operator:	tomalley@whitewaterregion.ca
Derek Bennett, Roger Blaedow, Dave Brenner, Lindsay Broadhurst, Roy Church, Lucas Hewitt, Andrew McLeese (seasonal), Steven McGregor (seasonal), Darwin Peever, Ward Somerville, Nathan Tubby, Perry Yach, and Anthony Zadow.	