

# ADMINISTRATION REPORT

April - June 2024  
(Q2-2024)



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# Message from the Chief Administrative Officer

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I am delighted to share several key updates and highlights from the second quarter of 2024, reflecting our commitment to fostering a vibrant and supportive community.

First and foremost, I extend my heartfelt congratulations to the five bursary recipients: Xavier Gagnon, Makenna Hawthorne, Alison Hyatt, Nolan Kenny, and Rachel Huckabone. Your dedication to continuing education is commendable, and we are immensely proud to support our local residents in their academic pursuits. Investing in education is crucial for the growth and development of our community.

We were also honored to recognize the outstanding contributions of our volunteer recognition award recipients: Brooke Mackay (Youth), Brenna Jansen (Adult), and Bonny Johnson (Lifetime). Volunteers are the backbone of our community, dedicating their time and energy to support their neighbors and improve the quality of life for all. We extend our deepest gratitude to Brooke, Brenna and Bonny and to all the volunteers who continue to serve our community.



This quarter also marks the commencement of the Township's summer student program, which brings youthful insight and energy into our daily operations. We welcome all our summer student who each play a vital role in supporting various departments. Their contributions help us maintain and enhance the services we provide to the community.

Through the second quarter, we've continued our ongoing efforts to address critical infrastructure needs by working closely with the Water and Wastewater Task Force. Ensuring the sustainability and efficiency of our water and wastewater systems is paramount, and we are committed to making informed decisions that will benefit our community for years to come. Additionally, we are collaborating with the recreation association to ensure the continued operation of ice facilities in the Township's community centers. These facilities are vital for recreational activities, fostering community engagement, and promoting healthy lifestyles.

As we look ahead, the upcoming budget preparation and deliberations will be a key focus. Our goal is to strike a balance between maintaining the current level of service and ensuring equitable and affordable increases in taxation. Our objective is to formulate a budget that aligns with the community's priorities while maintaining financial prudence and long-term sustainability.

Thank you for your ongoing support and engagement. Together, we are building a stronger, more resilient, and vibrant community. I look forward to continuing our work together and achieving our shared goals.

Sincerely,

Ivan Burton  
Chief Administrative Officer

# Community Development

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Community Development includes planning, building, economic development, and corporate communications matters which include the township's social media, website, news releases, and publications. Alex Benzie serves as the Planner/Economic Development Officer and Doug Schultz serves as the Chief Building Official.

## By the Numbers

### *Building*

- Permit applications received: 70 building and 25 septic applications
- Permits issued: 14 new homes, 24 septic permits, 6 demolition permits, and 40 other permits (including agricultural buildings, decks, pools, additions, and renovations), with an estimated total cost of construction of \$10,122,341.00

### *Planning and Economic Development*

- Applications Received: 3 Zoning By-law amendments; 4 Consents, 5 Minor Variances
- Applications Presented to Committee of Adjustment/Council: 3 Zoning By-law Amendments, 4 Consents, 5 Minor Variances
- Continued to work with applicants on 3 active Site Plan Control applications and 3 draft-approved Plans of Subdivisions in the detailed design phase
- Received and reviewed 3 Community Improvement Plan applications (\$12,327.75 in total, which closes out the program for 2024) and 2 Tourism and Event grants (\$1500 dollars in total)
- Attended 2 business grand openings (Sconed Bakeshop and Splash Valley) and 1 business opening anniversary (Our Hometown Store)

### *Communications<sup>1</sup>*

- Facebook
  - Reach<sup>2</sup>: 64,784, up 78.3% from Q1
  - Content Interactions<sup>3</sup>: 2,081, up 31.5% from Q1
  - # of Followers by end of Q2: 4,411
  - Best performing post reached 20,508 people (spring water main flushing for Beachburg and Cobden); the next top post reached 19,690 people (opening of Sconed Bakeshop)
- Instagram
  - Reach: 639, up 9.4% from Q1
  - Content Interactions: 169, up 213% from Q1
  - # of Followers by end of Q2: 1,057

## Workplan & Strategic Plan Progress

- Refreshed (with a new interior paint job!) and opened the tourist booth

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<sup>1</sup> The Township does not currently pay for any digital advertisements, so all stats are considered "organic". As we've just started to track results from social media outreach, we are only able to provide quarterly comparisons. As we continue to do this, we will be able to compare and report on metrics annually.

<sup>2</sup> "Reach" means the number of individuals who saw the post. Includes distribution of our content from posts and stories, as well as other sources such as tags, check-ins, and page visits.

<sup>3</sup> Content Interactions means the number of likes, reactions, saves, comments, shares, and replies on content.

- Planned and delivered Mayor's Breakfast event in partnership with Ottawa Valley Chamber of Commerce and the Lanark and Renfrew County Labour Market Group
- Planned and delivered public Building and Planning Open House
- Identified opportunities to implement the Township's environmental policy objectives relating to the protection of individual wells and wellhead protection areas
- Advanced Phase II of Township's marketing project (local activity guide)
- Continued to support the County of Renfrew with planning of the Agricultural Planning and Economic Development Conference, Small Business Week, and Taste of the Valley

## Key Activities

- Updated Council Summary with new look consistent with Township's branding
- Planning/Ec Dev staff attended ArcPro (GIS) training from the County of Renfrew; Planner/EDO attended OPPI's training on Conflict Management and OMAFRA's training on Agricultural Economic Development; Community Development Coordinator completed Primer on Planning Course
- Planning/Ec Dev staff attended the County of Renfrew Affordable Housing Summit as well as OMAFRA's Teeny Tiny Summit (economic development conference for small rural communities)
- Onboarded and provided training to our Summer Planning Student, Ben Savage
- Planner/EDO participated as a "data champion" for the Rural Ontario Institute on the review and development of their newly launched Rural Wellbeing Dashboard

## Look Ahead

- Prepare for and deliver Small Business Week event (October 16) and Taste of the Valley (October 19) in partnership with the County of Renfrew
- Finalize and distribute final deliverables (activity guide) of the Township's Marketing (RED Grant) Project
- Prepare and hold Public Meeting on minor technical revisions to the Comprehensive Zoning By-law
- Continue to work with Public Works and Fire Department staff on finalization of Development Standards.

# Community Services

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The Community Services Department is led by Stephanie Plebon, Manager. The Department is responsible for the maintenance and operation of the municipal arenas, parks, boat launches, ball diamonds, beaches, and active transportation. The department works closely with community partners.

## By the Numbers

- Total Hours of Cobden Baseball Rented 65hrs
- Total Hours of Cobden Slab Rented 76.5hrs
- Total Hours of Cobden Hall Rented 114.50hrs

\*Other facilities (i.e., Westmeath Hall, Ball Diamond, Foresters Falls Ball Diamond and Beachburg Slab and Ball Diamond are operated by the local recreation associations.

## Workplan & Strategic Plan Progress

- Adaptive Reuse of Community Centres “What We Heard” summary presented to Council. This report which compiled feedback received throughout the process and provides recommendations based on community input.
- Community Services Committee held in June with meetings to be scheduled in Q3 on a regular schedule.

## Key Activities

- Supporting and facilitating various recreational user groups continued use of the facilities including pickleball, exercise classes, meetings, and ice user groups.
- Continue ongoing training of staff with an emphasis on health and safety:
  - Safe Propane Handling
  - Basic Refrigeration (Recreation Assistant)
  - SARPO (Recreation Assistant, Council and Staff)
  - Grounds and Landscaping Maintenance (Superintendent)
  - Ice Making and Painting Technologies (Operator III)
  - Review of Standard Operating Procedures (All Staff)
- Hiring and training of Summer Students
- Tourist Booth and Whitewater Seniors Facility clean completed by staff/students.
- Ice was removed from the slab the beginning of April; refrigeration plant was shut down.
- June 1st the “Big Give” was held at the Cobden Arena. Full use of the Slab and the Hall were used for the large event.
- Cobden District Public School hosted their grade 1+2 year end trip at the Coden Arena at the end of June.
- 8-week Mental Health Program hosted through Pembroke Regional Hospital/National Alliance on Mental Illness in partnership with the Whitewater Seniors.
- 3 baseball/softball organizations using the diamond on a weekly basis for games and practices.
- Grass cutting and weed trimming being completed at all parks in Whitewater Region.
- WWR Park work ongoing – Cleanup of Cobden bandstand and beach area with assistance of Public Works and Community Services Staff.

- Beachburg Mold Incident – Cleanup work to begin when materials arrive. Containment was initiated prior to the Beachburg Fair to ensure safe operation and use of the facility.
- Inclusive Community Grant Application Submitted – Accessible Picnic Tables and Benches in Whitewater Region – Result Pending.
- WWR Lending hub reintroduced in July 2024 – Going well.
- Refrigeration Plant start-up being organized to be completed at the start of September (Q3)
- Cobden Seasonal Ice Schedule complete for 2024-25 ice season in Cobden – Contracts to be signed.
- Introduction to online booking to user groups
- Introduction to new insurance requirements for bookings in Whitewater Region – required by our insurer – introduced to user groups, required in all arenas for the 2024-25 ice season. Questions being received and process for bookings to be confirmed.
- Contact email list started for weekly Ice availability emails to be sent to all users during the ice season. Contact with be made with.

## Whitewater Seniors – Key Activities

- Meals on Wheels Tuesday and Fridays
- Community Meals continued to be planned for in the summer months
- Request for quotation – Septic System Replacement – Work completed by end of July 2024
- Programs and activities have been organized and held in multiple location in WWR including Beachburg, Westmeath and Haley Station.
- Homemaking support has been made available to WWR Seniors through partnerships with Eganville & District seniors and services being provided locally.
- Food Security Successful funding applications for Whitewater Seniors with assistance from Staff and Working Group – Grand Pals (\$1250.00), Pembroke/Petawawa Community Group (\$800.00), 100 Women Grant (\$1700.00)
- Eganville and District Seniors – Successful “Outdoor Activity” Funding (\$1700.00) for the WWR Lending Hub.

## Look Ahead

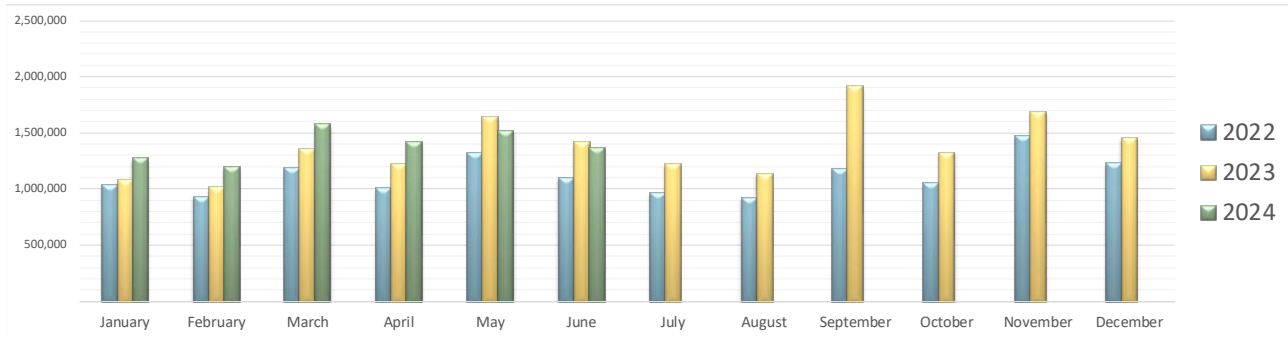
- Transition from summer to fall operations.
- Continued support and facilitation of various community recreational groups
- Community Recreation Grant to be posted again as a reminder August 2024 - Deadline to apply is September 1.
- Whitewater Seniors (WWS) volunteer opportunities exist for meal delivery, friendly visiting, and Working Group members. Ongoing referrals and services are available through WWS.
- Ice Use Planned Dates:
  - Cobden – Monday, September 16, 2024 – Monday, March 31, 2025
  - Beachburg – Saturday, Sept 21, 2024 – Wednesday, April 30, 2025
  - Westmeath – To be Confirmed

# 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

PROPERTY TAXES RECEIVABLE - MONTH AND YEAR COMPARISON



- As of June 30<sup>th</sup>, 2024
  - Property Taxation:
    - \$1,364,638.41 of taxes receivable remains outstanding.
    - 12 properties are in the tax sale process, 10 of which did not respond to the farm debt notice, and 2 which have been sent a farm debt notice as of July.
    - Notice 1 for 3+ years arrears were sent to 38 properties, resulting in \$42,6740.35 in payments collected, additionally 19 properties no longer have outstanding amounts in the three years plus category.
  - Utility Billing:
    - \$56,850.78 of utilities receivable remained outstanding.
  - Development Charges:
    - \$29,250.00 of Township wide development charges collected.
    - \$3,000.00 of Water service development charges collected.
- General Budget
  - General Fund overall showing a \$3,824,771 deficit.
    - Municipal taxation is not recognized as revenue until final bills are issued in August.
  - 33% of wastewater revenue recognized as 2 of the 6 2024 invoices have been issued.
  - Transportation variance showing 57.1% of the budget remaining, various capital projects have commenced.
  - Transfers to reserves occur at year end.
- Water Budget
  - Showing a \$9,713.73 deficit.
  - Revenue showing 33% recognized as 2 of 6 2024 invoices 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.

## Key Activities

- The second billing for Water and Wastewater for 2024 was issued.
- Working with auditors reviewing 2023 financials.
- 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.
- The Treasurer and Deputy Treasurer attended the AMCTO annual conference with the purpose of attending seminars for educational and legislative updates, as well as networking with other municipal Clerks and Treasurers to build working relationships.

## Look Ahead

- 2024 final billing will be processed and mailed out at the beginning of August.
- Implementation of portal through 4S Consulting to streamline employee health and safety training as well as time tracking.
- Begin updates to the Township Asset Management Plan to meet new legislative requirements (2025).
- Presentation of the Year-in-Review 2023 (Financial Statements, Building and Development Charges, and Reserves).
- Commence the 2025 Operating and Capital budget process, in conjunction with the development of multi-year capital and operating budgets.
- Develop a long-term debt strategy and policy for the use of debt for financing.

# Fire Services

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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

- The second quarter of 2024 included a total of 35 emergency responses including 5 fires, 1 extrication, 8 other accidents and 2 water rescue calls.
- Alarmed for life our door-to-door smoke alarm program was completed in June the statistics from the houses visited is still being compiled.

## Workplan & Strategic Plan Progress

- The mandatory Community Risk Assessment was completed in June and will be presented to Council this fall. This report along with the Master Fire Plan will help form decision making moving forward.
- Training Site work continues including site planning and building permit applications.
- Tanker replacement has been ordered and is scheduled for delivery in 2026.

## Key Activities

- Pump Testing was completed in May, ensuring all frontline apparatus are functioning properly.
- The 2024 Recruit class advanced to probationary firefighters in June, allowing them to respond to calls in a limited fashion while they complete their level 1 training.
- Level 2 training culminated with written and practical exams in May, 16 firefighters completed this testing.
- First Aid/CPR training was completed.
- Fireworks Bylaw, Fire Department Pay Policy and Fire Department Hiring and Promotional Policy approved.

## Look Ahead

- Analysis of the need and feasibility of Medical Response continues.
- Training Site preparation will take place this month, including site preparation, and container placement.
- There are multiple grant applications due in the third quarter of 2024, including one for cancer prevention and a second for wildfire preparation.

# 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

- Approximately 108 MT of cold patch was purchased to fill potholes (up to June 8<sup>th</sup>) (2023: 287 MT, 2022: 263 MT)
- The total tonnage of municipal solid waste collected at curbside and disposed at the Ross Landfill Site in Q2 was 329.14 tonnes (2024 Q1: 319.39 tonnes, 2023 Q2: 264.32, up to June 24<sup>th</sup>).
- The total tonnage of plastic, glass, and metal recyclables collected at curbside and processed at the Ottawa Valley Waste Recovery Centre in Q2 was 60.58 MT (2023 Q2: 51.99 MT up to June 21<sup>st</sup>).
- The total tonnage of fibre recyclables collected at curbside and processed at the Ottawa Valley Waste Recovery Centre in Q2 was 64.80 MT (2023 Q2: 60.60 MT up to June 21<sup>st</sup>).
- The total tonnage of material landfilled in Q2, which includes curbside waste as well as sorted and unsorted loads delivered directly to the landfill by residents and businesses was 994 MT, 23% decrease than the same period in 2023 (Q2 2023: 1,295.89 MT).
- The total tonnage of divertible waste received at the landfill (including leaf and yard waste, trees, mattresses, couches) was 755 MT, 128% increase than the same period in 2023 (2023 Q2: 330MT). 565.20 MT of trees, wood, and brush were delivered to the landfill by the Road Department from brushing activities.
- 6 annual fleet safety inspection were completed (4 internally, 2 externally)

## Workplan & Strategic Plan Progress

- Quotation 2024-11 was awarded to Huckabone Equipment Ltd. for the supply of a 2024 N&N LOW20G14K 80" x 20' galvanized tilt and load 7-Ton Trailer at a cost of \$13,737.60 including options and non-refundable H.S.T. The trailer was delivered on May 14<sup>th</sup>.
- 2024 Freightliner 114SD Plus Tandem Plow Truck was delivered May 17<sup>th</sup>.
- Landfill mats for alternative cover were delivered and recycling containers for public events were delivered.



## Key Activities

- Water and Wastewater Task force participated in a facility tour on April 4<sup>th</sup>. Session #2 occurred on April 22<sup>nd</sup>, Session # 3 on May 8<sup>th</sup>, and Session # 4 on June 24<sup>th</sup>.
- Housing-Enabling Water Systems Fund application was submission on April 19<sup>th</sup>.
- Beachburg Water Treatment Plant Revitalization Project Pre-Construction Meeting took place on April 15<sup>th</sup>. On June 26<sup>th</sup>, Township staff and OCWA hosted a meeting with Renfrew County and District Health Unit and Ministry of the Environment, Conservation and Parks to discuss

- the expected drinking water advisory that is anticipated to take place this Fall.
- Four of four filter cassettes sets were removed from the Cobden Wastewater Treatment Plant for a recovery cleaning undertaken by OCWA and H2O Innovations.
  - The 2023 Blue Box Datacall reporting was completed and submitted on April 16th to the Resource Productivity and Recovery Authority (RPRA). This is the final Datacall reporting requirement before transition to Extended Producer Responsibility.
  - The biennial Cobden Closed Waste Disposal Site report covering monitoring activities throughout 2022 and 2023, was filed to the Ministry of Environment, Conservation, and Parks on April 25th.
  - The 2022 and 2023 Broader Public Sector Energy Reporting for all Township facilities was submitted to the Ontario Ministry of Energy on June 27th.
  - Braydon Mayotte, Grayson Spence, Scott Powell and Drew McLeese attended T.J. Mahony Road School - Construction Course.
  - Kyle Eady completed Good Roads Roadway management course.
  - Street sweeping took place in May-June and roadside mowing started in June.
  - Dust control on gravel roads started in June and is complete except for gravel road program.
  - Mineview Public Works Garage Bay walls were pressure washed and new floor grates were ordered
  - Line painting and pavement markings were completed in June.

## Look Ahead

- Delivery of the new Bomag landfill compactor in Q3.
- Completion of Rapid Road and Kolhsmith Road projects.
- Completion of the Water/Wastewater Task Force
- Completion of Mineview Public Works Garage lunchroom
- Completion of the new Foresters Falls Seniors/ Museum septic system

# 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. The office is also responsible for human resources and health & safety. Legislative services include council support, animal control, and by-law enforcement, Emergency management and community safety/policing.

## By the Numbers

	Q2/2024	Year to date/2024	2023 Q1-Q2
Animal Control	29	N/A	N/A
Property Standards	10	N/A	N/A
Zoning	3	N/A	N/A
FOI	8(5)	5	0
Burial Permits	30	30	15
Commissions	7	17	36
Marriage License	15	20	17
Solemnization services	3	5	3
Kennel License	4	6	5
Lottery License	6	9	5
Rec Vehicle License	9	9	12

## Workplan & Strategic Plan Progress

- AccessE11 has been reutilized internally for tracking complaints. This will enable the Township to track all types of inquiries/complaints.
- Letters were sent to non-compliant recreational vehicle holders, those not compliant are being forwarded to By-law for follow up.
- Presented two (2) reports relating to the Short-Term Accommodations to support the decision-making process.

## Key Activities

- Continuing with IT management, an assessment of building/needs was provided by Onserve. A report will follow.
- Provided an update report relating to Marriage Solemnization Officiants.
- Supported resolution relating to the request for financial contributions for the repair of the City of Pembroke Kinsmen Pool.
- Presented and submitted eight (8) delegation request for the 2024 Associations of Municipalities Ontario (AMO) Conference to be held August 18 - 21, 2024.
- Issued the 2024 annual volunteer recognition award and student bursaries, and recognized New McLaren Systems Wayne McLaren and Jack McLaren Retirement
- Supported the review and adoption of the Joint Community Safety & Well-Being Plan - Renfrew & Area.
- Continued progressing agreements with the Beachburg Agricultural Society and Recreation Associations.

- Considered the potential sale of municipally held properties.
- Supported the continued CAO/Mayor connection with the Township of Laurentian Hills.
- Attended a session with Peter Kenyon, A community enthusiast and social entrepreneur, held by the Town of Deep River
- Attended the Safe Arena Refrigeration Plant Owner/Operator (SARPO) presented by Ontario Recreation Facilities Association (ORFA)

## Look Ahead

- Reviewing the Recreational Vehicle By-law
- Integrity Commissioner appointment
- Emergency Management Exercise table top
- Commencing the 2025 budgetary process
- Focusing on outstanding Departmental Workplan initiative.

# Council Business

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

## Staff Reports

The following reports were brought forward in Q2:

- Westmeath Boat Launch Creek Rehabilitation Design Report/Mitigation Plan
- Tender 2024-08 Beachburg Water Treatment Plant Renewal
- Short Term Accommodations
- Community Safety & Well-Being Plan
- Housing-Enabling Water Systems Fund Application
- RED Grant: Community Marketing Project Update
- Zoning By-law Amendment D-14-197 - Greenwood Road
- Hila and Sutherland Road Report
- Whitewater Region Fire Department Hiring and Promotional and Pay Policy
- 2024 Street Sweeping
- Tender 2024-06 Surface Treatment
- CN Rail Trail
- Kinsmen Pool - City of Pembroke Request
- Marriage Solemnization Officials
- County of Renfrew Disposal at Whitewater Landfill
- Road & Sidewalk Assessment Results
- Local Area Services Electricity & Natural Gas Procurement
- Tender 2024-09 Supply and Application of Dust Control
- WWR Volunteer Fair & Summer Fun Fest
- Replacement Fire Tanker Purchase
- Tender 2024-10 Gravel Supply
- Appointments to Whitewater Seniors Home Support and Active Living Working Group
- 2024 Culvert Supply
- Delegations at the 2024 AMO Conference
- 2024 Property Taxation Rates
- 2022 Foresters Falls Road Septic Replacement
- Zoning By-law Amendment D-14-198 - 1106 Kerr Line
- Fire Department Burn Ban Signs
- Salt Shed Purchase - Mineview Yard
- Whitewater Region Fireworks By-law
- Beachburg Arena Temporary Closure - Mould Incident
- Short-Term Accommodation
- Adaptive Re-Use Community Centres
- 2024 Taste of the Valley Update
- Tender #2024-12 - Arena Dehumidifier
- Encroachment Agreement (Grants Settlement Road and Rafting Road)
- Infrastructure Ontario Long-term Financing Application – Landfill Compactor
- Recreational and Partnership Agreements
- Asset Retirement Obligations Policy
- Municipal Funding Agreement - CCBF – AMO

## Presentations

Q2 Presentations are as follows:

- Zoning Amendment - Greenwood Road, 1106 Kerr Line
- Health Unit - Melissa Botz
- Volunteer Recognition Awards
- Renfrew County District Health Unit – Dr. Morgenstern
- Fire Department Recognition – Roy Church
- First Quarter Administration Report
- Cobden Civitan – Recognition
- Short-Term Accommodation Delegation – Phil Cottrell & John Meadows
- New McLaren Systems; Wayne McLaren, Jack McLaren – Retirement Presentation
- Sunshine Coach – Norman Dagg
- Outstanding Youth Bursaries
- Short Term Accommodations – Chantelle Regier

## By-laws

The following by-laws were heard:

- **24-04-1678** A by-law to appoint a Council Member to the Renfrew Police Services OPP Detachment Board
- **24-04-1679** A by-law to amend By-law 24-01-1655 Part of Lot 27, Westmeath Concession 2 WML, Part 1 on Plan 49R20586
- **24-04-1681** A by-law to authorize a Land Use Agreement with Renfrew County ATV Club
- **24-05-1683** Whitewater Region Fire Hiring and Promotion Policy
- **24-05-1684** Fire Department Pay Policy
- **24-05-1686** A by-law to appoint members to the Whitewater Seniors Home Support and Active Living Working Group
- **24-06-1687** A by-law to amend the 2024 Tax Supported and User Pay Budgets
- **24-06-1689** Being a by-law to provide for the adoption of 2024 Property Taxation Rates and to further provide for penalty and interest in default of payment
- **24-06-1690** A by-law to amend By-law 24-01-1655 Part of Lot 22, Ross Concession
- **24-06-1691** A by-law to appoint members to the Renfrew Police Services OPP Detachment Board
- **24-06-1693** A By-law to approve the submission of an application to Ontario Infrastructure and Lands Corporation, and to authorize the entering into of a rate offer letter agreement pursuant to which the municipality will issue debentures to OILC
- **24-06-1694** A by-law to Regulate the sales and use of Fireworks
- **24-06-1695** A by-law to authorize the execution of an Encroachment Agreement with OWL Rafting, Whitewater Brewing Company, Whitewater Cottage & RV Resort (Summerhill Resorts Ltd.), and Whitewater Village
- **24-06-1696** A by-law to adopt an Asset Retirement Obligations Policy for the Township of Whitewater Region
- **24-06-1697** A by-law to authorize the execution of a Municipal Funding Agreement
- **24-06-1698** Being a by-law to enter into an agreement with the Beachburg Agriculture Society



# Staff Teams

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## **Office of the CAO**

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

iburton@whitewaterregion.ca  
cmiller@whitewaterregion.ca

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## **Community Development**

Alex Benzie, Planner/EDO  
Doug Schultz, Chief Building Official  
David Sutherland, Plans Examiner/ Building Inspector  
Rebecca Gill, Community Development Coordinator

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dsutherland@whitewaterregion.ca  
rgill@whitewaterregion.ca

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## **Community Services**

Stephanie Plebon, Manager of Community Services  
Julie Bennett, AWAH Community Navigator/Seniors  
Liaison Coordinator  
Joyce Drouin, Seniors Liaison Assistant

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## **Parks & Recreation**

Amber Kent, Recreation Assistant  
Alan Griffiths, Superintendent of Parks and  
Recreation  
Collin Lawson, Arena/Park Operator III

akent@whitewaterregion.ca  
agriffiths@whitewaterregion.ca

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## **Corporate Services**

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

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dready@whitewaterregion.ca  
smoss@whitewaterregion.ca

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## **Fire Department**

Jonathon McLaren, Fire Chief  
Stacey Levesque, Deputy Fire Chief  
Corey MacKenzie, Deputy Fire Chief  
Julie Butala, Fire Assistant

jmclaren@whitewaterregion.ca  
slevesque@whitewaterregion.ca  
cmackenzie@whitewaterregion.ca  
jbutala@whitewaterregion.ca

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## **Public Works**

Lane Cleroux, Manager of Public Works

lcleroux@whitewaterregion.ca

## **Environmental Services**

Deanna Nicholson, Superintendent of Environmental  
Services  
Bill Tripp, Landfill/Facilities Operator  
Steve Hodson, Waste Management Operator

dnicholson@whitewaterregion.ca  
btripp@whitewaterregion.ca  
shodson@whitewaterregion.ca

## **Transportation Services**

Kyle Eady, Roads Superintendent  
Steven Piecarskie, Mechanic

keady@whitewaterregion.ca  
spiercarskie@whitewaterregion.ca

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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-Jun-2024

	2024 BUDGET VALUE	2024 ACTUAL VALUE	VARIANCE \$	VARIANCE %
<b>GENERAL FUND</b>				
<b>Revenue</b>				
Taxation	-7,195,000.00	0.00	7,195,000.00	-100.00
Special Charges	-130,000.00	0.00	130,000.00	-100.00
Grant in Lieu of Taxes	-50,000.00	672.67	50,672.67	-101.35
Ontario Grants	-1,812,700.00	-602,044.07	1,210,655.93	-66.79
Federal Grants	-237,000.00	0.00	237,000.00	-100.00
Administration Revenue	-646,750.00	-186,929.01	459,820.99	-71.10
Services & Rents	-6,800.00	-3,413.27	3,386.73	-49.80
Miscellaneous Revenue	-61,000.00	-20,183.07	40,816.93	-66.91
Sales	-35,100.00	-45,953.56	-10,853.56	30.92
Miscellaneous Revenue	-12,000.00	-2,000.00	10,000.00	-83.33
Arena Rentals	-244,300.00	-132,595.69	111,704.31	-45.72
Fire Department Revenue	-56,550.00	-20,557.39	35,992.61	-63.65
Building Department Revenue	-210,000.00	-80,617.10	129,382.90	-61.61
Animal Control	-11,350.00	-14,399.70	-3,049.70	26.87
By-Law Enforcement	-2,500.00	-20.00	2,480.00	-99.20
Lottery License	-3,000.00	-960.15	2,039.85	-68.00
Planning Revenues	-59,000.00	-18,395.00	40,605.00	-68.82
Roads Revenue	-210,000.00	-2,800.00	207,200.00	-98.67
Sewer/Water Revenue	-1,095,200.00	-358,375.52	736,824.48	-67.28
Recycling Revenue	-839,300.00	-3,071.29	836,228.71	-99.63
Waste Management Revenue	-362,250.00	-120,531.93	241,718.07	-66.73
Boat Launches	0.00	-265.49	-265.49	0.00
Social Services Revenue	0.00	-5,955.00	-5,955.00	0.00
Drains	-15,300.00	-50,000.00	-34,700.00	226.80
<b>Total Revenue</b>	<b>-13,295,100.00</b>	<b>-1,668,394.57</b>	<b>11,626,705.43</b>	<b>-87.45</b>
<b>Expenditures</b>				
Council	242,300.00	110,330.44	-131,969.56	-54.47
Ad-Hoc Committees	5,500.00	5,500.00	0.00	0.00
Administration	1,739,171.00	632,206.25	-1,106,964.75	-63.65
Administration Building	60,700.00	25,345.78	-35,354.22	-58.24
Fire Department	912,301.00	377,655.52	-534,645.48	-58.60
Policing	1,010,784.00	335,823.83	-674,960.17	-66.78
Emergency Measures	33,530.00	4,343.99	-29,186.01	-87.04
Building Administration	273,250.00	111,552.00	-161,698.00	-59.18
Building Department	15,000.00	14,786.73	-213.27	-1.42
Animal Control	15,610.00	9,889.29	-5,720.71	-36.65
By-Law Enforcement	23,310.00	8,786.40	-14,523.60	-62.31
Planning	200,850.00	83,422.30	-117,427.70	-58.47
Transportation	5,123,694.00	2,178,228.78	-2,945,465.22	-57.49
Street Lights	70,200.00	32,918.16	-37,281.84	-53.11
Airport	25,000.00	0.00	-25,000.00	-100.00
Sewer Distribution	46,200.00	3,913.86	-42,286.14	-91.53
Sewer Transmission	1,049,000.00	446,916.49	-602,083.51	-57.40
Recycling	364,375.00	149,032.54	-215,342.46	-59.10
Waste General	295,025.00	102,400.87	-192,624.13	-65.29
Landfill - Cobden	8,350.00	3,972.46	-4,377.54	-52.43
Landfill - Westmeath	5,850.00	2,162.18	-3,687.82	-63.04
Landfill - Ross	460,000.00	153,011.98	-306,988.02	-66.74
Parks	417,800.00	191,465.03	-226,334.97	-54.17
Tourist Booth	6,250.00	1,668.19	-4,581.81	-73.31
Tourism	48,225.00	23,345.72	-24,879.28	-51.59
Arena - Cobden	421,450.00	164,529.54	-256,920.46	-60.96
Arena - Beachburg	79,950.00	31,592.95	-48,357.05	-60.48
Arena - Westmeath	131,750.00	65,381.23	-66,368.77	-50.37
Social Services	34,620.00	45,555.65	10,935.65	31.59
Libraries	85,380.00	94,843.58	9,463.58	11.08
Museum	11,100.00	7,482.89	-3,617.11	-32.59



# Budget Variance

For Period Ending 30-Jun-2024

	2024 BUDGET VALUE	2024 ACTUAL VALUE	VARIANCE \$	VARIANCE %
<b>GENERAL FUND</b>				
Drainage	62,575.00	75,101.11	12,526.11	20.02
Internal/External Transfers	16,000.00	0.00	-16,000.00	-100.00
Total Expenditures	13,295,100.00	5,493,165.74	-7,801,934.26	-58.68
Total GENERAL FUND	0.00	3,824,771.17	3,824,771.17	0.00



# Budget Variance

For Period Ending 30-Jun-2024

	2024 BUDGET VALUE	2024 ACTUAL VALUE	VARIANCE \$	VARIANCE %
<b>WATER FUND</b>				
<b>Water Fund Revenue</b>				
Water User Charges	-1,338,400.00	-441,937.88	896,462.12	-66.98
Total Water Fund Revenue	-1,338,400.00	-441,937.88	896,462.12	-66.98
<b>Water Fund Expenditures</b>				
Water Administration	790,200.00	314,682.82	-475,517.18	-60.18
Water Transmission	442,210.00	73,965.32	-368,244.68	-83.27
Water Distribution	105,990.00	63,003.47	-42,986.53	-40.56
Total Water Fund Expenditures	1,338,400.00	451,651.61	-886,748.39	-66.25
Total WATER FUND	0.00	9,713.73	9,713.73	0.00