



Administration Report

July to September 2019 (Q3/19)

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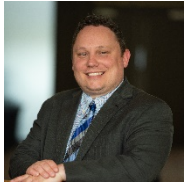
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Message from the Chief Administrative Officer

December 11, 2019



This quarter saw the end of the flooding response and beginning of recovery work. To this day, the Recovery Committee, led by the Westmeath & District Recreation Association, continues to work with families impacted by the flood.

For me, this quarter was focused on the development of the 2020-2030 Strategic Plan with Council and staff working together to develop key strategies.

Consultation occurred with environmental and economic development stakeholders. The general public was later consulted with a survey and public meeting. The resulting plan, adopted in Q4, provides for strategies that will guide our work over the coming years. The 2020 budget also addresses these key areas with action items identified for the current term. The strategies are:

Infrastructure

1. Prioritize roads for infrastructure investment.
2. Ensure necessary funding is available for infrastructure operation, maintenance and renewal.
3. Understand existing and sustainable levels of service for all assets.
4. Ensure the Township has the assets it needs to deliver services in an efficient and effective manner.

Environment

5. Proactively address water quality to protect the Township's water bodies and drinking water.
6. Minimize impacts of drainage, stormwater, flooding and climate change.
7. Provide efficient and effective waste management programs and protect the available airspace remaining at the Ross Landfill by planning for the future.

Economic Development

8. Foster economic development by encouraging the redevelopment and improvement of business and commercial corridors throughout the township.
9. Support the retention and expansion of existing businesses and attract new economic development.
10. Improve the development approvals process so that it is timely, efficient and effective.
11. Continue to make Whitewater Region a destination for visitors.

Recreation

12. Provide safe, efficient and renewed recreation facilities, trails and parks.
13. Support existing and new partnerships with regard to shared use and programming.
14. Provide safe access to water for recreation purposes.

In closing, I would like to thank staff for their continued hard work and dedication.

Robert Tremblay

Chief Administrative Officer

Development & Planning

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

Planning

- A total of 8 Consent, 6 Zoning By-law Amendments (Raising of Non-Conforming Floodplain Buildings and Recreational Vehicles) and 1 Minor Variance applications were reviewed and a total of 18 Compliance Reports were issued.
- A by-law was passed in order to enter into a Subdivision Agreement with Bonnechere Excavating Inc. (BEI) for Wren Subdivision Phase 2.
- Awarded the services for the Water & Wastewater Rate Study (including water financial plan) and Development Charges Study to Watson & Associates Economists Ltd.
- Awarded the services for the preparation of a Growth Study for the Villages and Hamlets to WSP Canada Group Ltd.
- Presentation was made by Brian Whitehead, Jp2g Consultants Inc., on behalf of James W. Lapointe, for the development of Morglans Trail Subdivision. The presentation was followed by a report from staff.
- Met with 13 residents relating to the flood reconstruction in Q3. Also Attended a flood recovery site visit with Councillor Nicholson, CAO Tremblay and CBO Schultz.
- Attended the Local Planning Appeal Tribunal for the Brent and Melissa Dick appeal to their Minor Variance Application at 1 Edgewater Trail. LPAT supported the Township's position.

Economic Development

- Presentation made by the Ottawa Valley Tourism Association (OVTA) relating to the Municipal Accommodation Tax (MAT). The presentation was followed by a Public Open House lead by OVTA to receive comments from the public. Council does not support the MAT at this time.
- Staff submitted a funding application for the Rural Economic Development (RED) Program offered by Ministry of Agriculture, Food and Rural Affairs (OMAFRA) for the preparation of a Business Retention and Expansion Program (BR+E). The Township was informed on Nov. 19, 2019 that it was not successful in its application.
- The Community Improvement Plan Review Committee issued the approval of one Septic System Improvement Grant for 17 Elliott Street and one Building Improvement Grant for 1848 Beachburg Road.
- Led and assisted in Strategic Plan Interviews (Wilderness Tours, Owl Rafting, Magellan, MLA, MWC, Cindy Jamieson, Kenny's Store).
- Glasshouse Botanics Inc. issued a public notice outlining that it has received its Cultivation and Processing License from Health Canada and would begin cultivation of cannabis in its first phase in its 43,000 square foot state-of-the-art facility.

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

- Lorne Franklin, Robinson Consulting was contracted to supply Supplementary Drainage Superintendent Services and undertake a Municipal Drains Review.

Utilities

- The semi-annual maintenance was carried out on the Municipal Office generator. The unit is exercised under load and is functioning properly.
- Village Consulting was the successful bidder for energy audits focusing on Township owned facilities within Foresters Falls. Data collection and on-site assessments occurred.
- Whitewater Region entered into an agreement with Ontario Wholesale Energy (OWE) to purchase electric and gas energy for a five-year term.

Water & Wastewater

- Cobden Sewage Plant Upgrade construction meetings continue monthly. Concrete pouring and piping were the main components of construction during the third quarter.
- A Ministry of the Environment, Conservation & Parks Inspection of the Haley Drinking Water System was conducted July 16, 2019. A Ministry of the Environment, Conservation & Parks Inspection of the Beachburg Drinking Water System was conducted September 16, 2019.

Waste Management

- McLaughlin Transport hauled a total of 47 triaxle trailer loads (545.27 tonnes) of flood debris from the on-site stockpile at the Ross Landfill to Green For Life (GFL) Landfill in Moose Creek.
- Stockpiling and haulage of flood debris ceased on August 9, 2019. Any flood debris received after this date has been landfilled at the Ross Landfill Site.
- Two Landfill Attendants were hired to work 13 hours each per week at the Ross Landfill. They received training on landfill operational basics and the Ross Landfill Site policies and procedures.
- The Township entered into an Agreement with Miller Waste for curbside collection of waste and recycling following the default of Beaumen Waste Management Systems.
- Recycling from curbside collection and the Ross Landfill depot are taken to Ottawa Valley Waste Recovery Centre (OVWRC) for processing. Cost to process materials are \$95.00/tonne for separated materials vs. \$375.00/tonne for non-separated recycle material.
- The Fall Household Hazardous Waste (HHW) event was held on September 14, 2019 at the Mineview Garage.

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

- An updated accounts receivable policy was presented to Council on July 3, 2019 with by-law passed on July 17, 2019. Council adopted the 2019 PSAB Budget on July 17, 2019.
- Final tax bills were mailed out August 2, 2019 with the first installment due August 31.
- With the assistance of Protective Services, the Treasurer submitted a claim to the Municipal Disaster Recover Assistance Program in the amount of \$1,177,701.77 for damages from the 2019 flood.
- Quarter 3 water and sewer bills were mailed out September 6, 2019 with the due date of September 30, 2019.

Legislative Services

- Legislative Services issued 10 Burial Licenses, 5 Lottery Licenses and commissioned 10 documents.
- Council held six meetings, considered 64 reports, and enacted 24 by-laws.
- Information Technology policies were established.

Health & Safety

- Review of mandatory training files have begun to ensure compliance for WHMIS 2015 and Supervisor/Worker Health and Safety Awareness in 5 Steps.
- Bev Zadow from the County performed ergonomics reviews on the workstations for some office staff. Suggestions were implemented to ensure safe workstations.
- Q2 JHSC meeting was held on July 19, 2019. Next meeting will take place Nov. 22, 2019.

Office of the CAO

- Delegations with Members of Provincial Cabinet were secured for the Association of Municipalities of Ontario Conference which occurred in Ottawa in August. Topics included Disaster Recovery Assistance Programs, Flooding, Muskrat Lake, and Provincial Parks.
- Extensive work was completed on the Strategic Plan and strategy development.
- A strategy to fill the Manager of Public Works position was brought forward.
- New policies were developed touching on Logo & Branding, Accountability & Transparency, Council Conference & Council Miscellaneous Expenses, and Corporate Communications.
- Appointments were approved for the Seniors & Older Adults Task Force and the Library Board.
- As AMCTO Vice President, I attended a Management Committee and a Board meeting.

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. OPP matters are also summarized.

Building Services

- We are having a very busy year in the building department. The CBO and Planner continue meetings with flood victims. There will be more permits issued in the flood areas next year as contractors are too busy now. In this 3rd quarter, we have issued 61 building permits valued over \$2,549,200.00:
 - 4 Single family dwellings
 - 1 Addition to Dwelling
 - 6 Demolition of Dwellings
 - 5 Agricultural
 - 4 Decks
 - 6 Accessory Buildings
 - 6 Raised Building/Renovation
 - 26 Septic
 - 3 Commercial/Institutional/Township.

By-law Services & Animal Control

- We have been working on getting buildings into compliance, including property standards and some dog issues.
- I have started to work on a new Building By-law which will be ready for a review in 2020.
- I'm trying to set up a meeting with OSPCA, local people and Cobden Animal Vet in regards to a cat/dog program.
- We have inspected the properties which were affected by flooding and have sent letters to them regarding their property and what their plans may be.

Fire Services

- The fire department responded to sixteen calls in this quarter. The calls included three fires, five rescues, and four open air burn complaints.
- Annual SCBA mask fit testing and bunker gear testing was completed in the quarter.

Fire Permits

- Due to dry conditions a fire ban was on for most of this quarter. Although firefighters responded to several unauthorized burns, there were no wildland fires.

Emergency Management

- The flooding emergency was lifted on July 3.
- A Recovery Committee was established in conjunction with the Westmeath & District Recreation Association to assist those with damaged homes.
- The Fire Chief attended the annual zone CEMC meeting in September.

Policing

- The Township was invited to participate in discussions on the preparation of community safety & well-being plans.
- OPP participated in emergency control group meetings.

Recreation & Tourism

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

Arenas

- **Plant Start Up**
 - Beachburg: August 16th – First Ice August 26th
 - Cobden: August 30th – First Ice September 10th
- Plant start up repairs were required in Beachburg to deal with a small ammonia leak due to wear of shaft seal in compressor (\$2K) and float switch failure and replacement (\$1K).
- **Ice Rental**
 - Summer Ice - Beachburg – 24.5 hours
 - Regular Rentals Beachburg 122.5 and Cobden 95.5
 - Total 218 hours of rental
 - Average Rental per day (Sept.) Beachburg – 4.0 hours Cobden 4.7 hours
- Canteen operators were secured for both Cobden and Westmeath arenas.
- The Junior B Agreement was negotiated and secured with the new Whitewater Kings owner for a one-year term.
- Health & Safety:
 - **Training:**
 - Working from Heights – July 17th
 - Fall Prevention – August 14th
 - CPR/Defibrillator/Emergency Training – August 16th
 - **Workplace Inspections**
 - Regular workplace inspections continued in Q3 for all three arenas and there were no major issues during that time.

Tourism & Events

- Park Staff pulled the corporate float at the Foresters Falls Canada Day Parade. A poster was created for all Canada Day activities occurring in the Township.
- The third edition of the Whitewater Streetstrut occurred with staff involvement in delivering the event, securing sponsors, promotions and advertising. The event was placed on hiatus and discontinued.
- Taste of the Valley saw great attendance this year. The event map was revamped to allow for better flow of people. The County was involved with vendor registration.

Programs

- **Partnership & Sponsorship Program (Sept. Intake)**
A total of \$13,800.00 was requested with a total of \$6,550 dispersed to community groups (\$550 deferred from first intake). A total of seven applications were received.
- **Swim Lessons** were provided in July and August with a total of 83 children. Swim lessons included private sessions, Red Cross Swim Preschool and Red Cross Swim Kids. The Township saw a variety of people throughout the region participate in this program:
 - Beachburg 43%
 - Cobden 12%
 - Foresters Falls 10%
 - Haley Townsite 2%
 - Westmeath 21%
 - Non-resident 4%
 - Privates Lessons 3%

Parks, Ball Diamonds, Boat Launches, and Beaches

- Playground inspections and maintenance were conducted in Q3. Encroachment area failed in Lapasse. Discussion with the property owner will be conducted in time for the 2020 season.
- Regular grass cutting maintenance was assumed by Township staff.
- The Cobden ball diamond was prepared for bookings.
- Boat Launches and docks were maintained and necessary repairs were done. Staff reviewed the Cobden Boat Launch and met with professionals to determine the requirements of the repair along with an approximate price point.

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

- A Mail Box policy was adopted to direct the installation, maintenance and replacement of mail boxes on municipal road allowances. The policy speaks to damage caused from snow/ice coming off the plow and from being physically struck by the plow.
- Tender 2019-21 was awarded to Buchanan's Sand & Gravel Limited at a cost of \$28,611.60 (incl. HST) for sand screening plus \$8,475.00 (incl. HST) for the pit overburden stripping.
- Whitewater Region entered into a memorandum of understanding with Ottawa River Power Corporation/Ottawa River Energy Solutions in support of their application under the Natural Resources Canada Zero-emission Electric Vehicle Infrastructure Demonstration (ZEVID) Program to install an EV charging station on municipal property.

Engineering

- RFP 2019-13 was awarded to McIntosh Perry Consulting Engineers to complete the engineering design of Crawford Street at a tendered price of \$26,730.15 (incl. HST).
- RFP 2019-14 was awarded to Jp2g Consultants Inc. at a tendered price of \$26,312.05 (incl. HST) for Cameron Street engineering design.

Fleet

- Tender 2019-01 was awarded to Elliott Farm Equipment Ltd. for the purchase of a 2019 Massey Ferguson MF6712 at a cost of \$108,457.65 (incl. HST).
- A Ford factory crate engine was purchased at an estimated cost of \$15,012.47, after HST Rebate and core return, to be placed in the 2003 Ford F550 4x4 service truck.

Roads

- Council approved Sturgeon Mountain Road, from Zion Line to Beachburg Road, be kept as double surface treatment for the time being with placement of large corrective cold mix patching. This work was completed.
- R.G.T. Clouthier were awarded, and completed the following:
 - RFQ 2019-03 to replace two culverts on Grant Settlement Road - \$74,320.10 (incl. HST), and
 - RFQ 2019-04 to replace one culvert on Grant Settlement Road - \$62,020.05 (incl. HST).
- Tender 2019-07 Double Surface Treatment (DST) was awarded to Greenwood Paving (Pembroke) Ltd. in the amount of \$179,218.00 (incl. HST).
- Culverts have been replaced and "A" gravel has been added to Grant Settlement Road between Powers Road and Fletcher Road in preparation for DST.
- Council confirmed that Sams Road is not a maintained road, and directed staff sign the road accordingly.

- Other work included the following:
 - Installed radar sign on Anderson Drive.
 - Preparation and paving of Foresters Falls Library has been completed.
 - Preparation and paving of the Lookout driveway has been completed.
 - Application of liquid calcium on roads has been completed.
 - A portion of Garden of Eden Road has been returned to gravel.
 - Sarah-Prissilla Drive has been returned to gravel.
 - Brushing has been completed in Lacroix Bay area.
 - Extensive cold patching was completed on Sturgeon Mountain Road and Olmstead-Jeffery Lake Road.
 - Ditching and a culvert replacement were done on Perry Hill Road.
 - Roadside mowing has been completed. This was held up due to mechanical equipment failure.
 - H & H applied “A” gravel to Behm Line between Rox Siding Road and Stoppa Road. Rock that was infringing on the road were also removed.
 - Acres Road has been repaired after a beaver dam broke and washed out a large portion of the road between Mineview Road and Olmstead-Jeffery Lake Road.

Full-Time Staff Teams

General Government

Robert Tremblay, Chief Administrative Officer rtremblay@whitewaterregion.ca

Carmen Miller, Municipal Clerk cmiller@whitewaterregion.ca

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

Protective Services

Doug Schultz, Chief Building Official dschultz@whitewaterregion.ca

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

Jonathan McLaren, Deputy Chief jmclaren@whitewaterregion.ca

Public Works

Janet Collins, Asset Management Coordinator jcollins@whitewaterregion.ca

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

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

Randy Buckwalt, Roads Superintendent rbuckwalt@whitewaterregion.ca

Terry O'Malley, Mechanic tomalley@whitewaterregion.ca

Driver/Operator:

Derek Bennett, Roger Blaedow, Dave Brenner, Lindsay Broadhurst, Roy Church, Lucas Hewitt, Andrew McLeese (seasonal), Steven McGregor (seasonal), Darwin Peever, Ward Somerville, Nathan Tubby, Perry Yach, and Anthony Zadow.

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
