



Administration Report

April to June 2019 (Q2/19)

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Message from the Chief Administrative Officer

October 1, 2019

The second quarter was a very busy time in Whitewater Region with devastating flood levels which required significant resources. Mayor Moore declared an emergency, as we saw historic water levels on the Ottawa River. Roads needed to be reconstructed, homes and cottages were destroyed, and hundreds of thousands of sand bags were filled. The Westmeath & District Recreation Association (WDRA) stepped up once again by hosting a Relief Centre at the community hall. The WDRA remains a key partner in the recovery phase as we continue to have residents unable to return home.

We also lost a long-time member of the staff team to cancer after a short but valiant fight. Robin Burskey will be dearly missed.

We were lucky this year to recruit a dedicated group of summer students. They allow us to operate some seasonal programs and get stuff done. Kudos to the following:

Roads: Kirstin, Devon and Ryan

Beach: Maddison H., Abbigail

Tourism: Emily

Administration/Emergency Management/Building: Maddison T.

In closing, I would like to thank the entire staff team for their work and dedication. We continue to strive to meet our five corporate competencies, noted below, while being guided by our corporate values of respect, integrity and commitment:

- Accuracy & Thoroughness
- Client Service
- Problem Solving
- Professionalism
- Teamwork.

The work continues with a busy third quarter in the books and more to come in late 2019!

Robert Tremblay
Chef Administrative Officer



Development & Planning

Development & Planning includes severances, site plans, zoning and official plan matters, as well as Economic Development. Ivan Burton commenced employment with the Township as Planner/Economic Development Officer in March 2019.

Planning

- A total of 8 Consent (Severance), 2 Zoning By-law Amendment and 1 Site Plan Control applications as well as a Private Road Agreement were approved.
- A background/alternatives reports was presented regarding Recreational Vehicles.
- Information reports were provided on Official Plan Amendment (OPA) No. 11 and 25 and Bill 108 More Homes, More Choices Act. A partial decision was issued for OPA 11.
- Community Improvement Plan 2019 Implementation and 2018 Summary Report and the First Impressions Community Exchange (FICE) Action Plan 2019 Update Report were presented.
- Attended Flood Recovery Open House on June 9 and met with 29 residents relating to the flood reconstruction in Q2.
- A total of 13 Compliance Reports were issued.
- Approximately 70 general inquiries were responded to relating to zoning, setbacks, applications, approval processes, etc.

Economic Development

- The Planner/Economic Development Officer met with the owners of Horse Country Campground to review possible expansion of the facility.
- The Planner/EDO sought out a proposal for the preparation of a Development Charge Review Study and a Water and Wastewater Rates Study.
- The Planner/EDO attended the Ottawa Valley Tourism Association Annual General Meeting in Golden Lake.

Environmental Services

The Environmental Services Division is led by Steve Hodson, Superintendent with overall leadership provided by the Director of Public Works. The Division is responsible for drainage, utilities, waste & wastewater, as well as waste management, including recycling and curbside pickup.

Drainage

- A quotation was initiated to assist the municipality with managing drainage issues, including Municipal Drains and review of Schedule of Assessment.

Utilities

- 2016 Energy Consumption Reporting is completed for submission to the Ministry of Energy.
- The five-year Broader Public Sector Energy Conservation & Demand Management Plan was updated for submission to the Ministry of Energy.

Water & Wastewater

- An Enbridge gas line was removed from the sanitary sewer on Simpson Street. Video footage of the dated clay sewer line depicted a gas line bored and inserted right through the sewer.
- Township received 2018 OCWA Reconciliation Report.
- Dundee Marine completed a dive running a new potassium permanganate line to the Cobden Water Treatment Plants intake structure. This chemical is diffused at the intake for zebra mussel control as well as manganese control.
- Cobden WWTP expenditures to end of June are \$961,005 engineering & contract administration, and \$1,158,416 construction excluding HST. Total project costs estimated to be \$12,216,726 including engineering, contract administration, and construction (excl. HST).
- Rock removal has been completed. Concrete slab has been started with an anticipated completion October 18, 2019. Building should be closed in by the end of November (both block and poured walls). H2O financial draws began.

Waste Management

- The Spring HHW Event was held on Saturday May 25, 2019.
- The Environmental Services Superintendent attended the 2019 Solid Waste Association of North America (Ontario Chapter) Safety Summit in Toronto.
- The Public Works Department arranged six 20 cubic yard roll-off containers to be situated at various locations for flood debris.
- The Public Works Department waives tipping fees at the Ross Landfill Site for flood debris and stockpiles in a separate location on-site to arrange removal. McLaughlin's Haulage trucks begins all flood debris to Green for Life privately owned landfill in Moose Creek, ON. This continues into Q3 of 2019.

- The Public Works Department advertised job postings for two Part-Time Landfill Attendants to begin early Q3.
- The Township's curb-side collection contractor Beaumen's Waste Systems announced its closure placing the company in default of its contractual obligations.
- The Public Works Department began talks with Miller Waste to take over the curbside collection of waste & recycling for the interim. The Department also began talks with the Ottawa Valley Waste Recovery Center to secure an outlet for collected recyclable materials.
- Flood debris continued to be accepted at the Ross Landfill Site into Q3.



It was with great sadness that long time Whitewater Region employee Robin "Bubba" Burskey passed away Wednesday May 22, 2019 at the age of 55 years.

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 Treasurer's Statement of Council Remuneration for 2018 was presented on April 3, 2019.
- An updated tax collection and utilities collection policy was presented on April 4, 2019 and by-laws passed for adoption on April 17, 2019.
- The 2018 year-end financial statements were presented to Council on April 17, 2019.
- On May 8, 2019, Council adopted by by-law a subordination agreement with Ottawa River Power Corporation for the purposes of the Ottawa River Power Corporation receiving funding from Infrastructure Ontario for infrastructure upgrades.
- The 2019 tax rates were presented to Council on May 29, 2019 and adopted by by-law on June 5, 2019.
- A Reserve & Reserve Fund Policy and a Procurement Policy were presented to Council on June 5, 2019 and adopted by by-law on June 19, 2019.
- On June 5, 2019 the Township sent out 110 registered letters to property owners who had arrears in excess of two years requiring payment before July 12, 2019 or the properties would be forwarded to a third party for tax collection.

Legislative Services

- Legislative Services issued 10 Burial Licenses, 3 Lottery Licenses and Commissioned 12 documents.
- With help from the summer students, records retention in the basement has been a priority.
- Council held eight meetings, considered 73 reports, and enacted 16 By-laws.

Health & Safety

- The Administration Joint Health & Safety Committee members as of July 1, 2019 are:
 - Carmen Miller Worker Representative
 - Dave Brenner Worker & Union Representative
 - Jen Dubreuil Worker Representative
 - Bill Tripp Worker Representative
 - Al Griffiths Worker Representative
 - Steven Hodson Management Representative
 - Randy Buckwalt Management Representative
 - Jordan Durocher Management Representative
 - VIEWERS: Graham Smith, Fire JHSC Member & Marsha Hawthorne, Resource
- Fire Department held its annual first aid training, fit testing, and ladder testing c in Q2.

Office of the CAO

- Funding received from the Provincial Government for efficiency initiatives was allocated to various projects with a significant contribution to reserves.
- The CAO's 2019 workplan was approved by Council. It is focused on four objectives and includes 19 action areas. Resources, timing and results are identified for each objective:
 - Continue to pursue economic development & tourism opportunities.
 - Confirm Council's guidance on strategic initiatives and policies.
 - Guide infrastructure and asset management.
 - Undertake strategic corporate initiatives and continuous improvement projects.
- Terms of Reference were finalized for the Seniors & Older Adults Task Force.
- A fulsome telecommunications review was undertaken by the Treasurer through the services of a third-party expert.
- Procurement policies were updated and an Acceptable Use Policy was prepared by the Clerk for I.T. Services.
- A vacant full-time position in waste management was replaced with two part-time casual positions.
- A Strategic Asset Management Policy was presented and the staff steering team was established.
- The CAO and Clerk attended the annual conference of the Association of Managers, Clerks & Treasurers of Ontario in Huntsville.



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 70 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 OPP matters are also summarized.

Building Services

- We are having a very busy year in the building department; Ivan and Doug are still having one on one with the flood victims. In this quarter we have issued 61 building permits valued over \$4,430,650.00:
 - 13 New Single-Family Dwellings
 - 8 Septic systems
 - 9 Carports/garages/sheds
 - 3 Pools
 - 2 Demo
 - 18 Additions /renos/decks
 - 4 Agricultural buildings
 - 2 communication
 - 1 commercial
 - 1 school reno.

By-law Services & Animal Control

- We have been getting calls regarding dogs running at large; we are working on property standard issues regarding grass, building etc.
- To date we have sold 768 dog tags.
- Council supported the position of the Association of Municipalities of Ontario with respect to provincial responsibility for animal cruelty enforcement.
- An animal control review is underway.

Fire Services

- The Fire Department responded to 29 incidents in the second quarter., including seven responses to motor vehicle collisions, six burn complaints, and one house fire.
- Due to the state of emergency, regular public education events and fire inspections were suspended.
- 2018 Recruit Firefighters were issued pagers in May and started responding to incidents.

Fire Permits

- Due to state of emergency, open air fire permits were not issued and a burn ban was in place.

Emergency Management

- 2019 Whitewater Region Flooding Summary:
 - On April 13th a provincial flood watch was issued.
 - On April 18th flood mitigation began and sandbags were made available to the public.
 - On April 25th Mayor Mike Moore declared a state of emergency.
 - On April 26th a Site Command Centre was set up in Westmeath.
 - On April 28th the military arrived in Westmeath.
 - On April 28th the WDRA began organizing food for those affected by the flood and those helping with flood mitigation at Westmeath Community Centre.
 - On May 15th the Whitewater Region Flood Recovery Committee was formed.
 - On June 3rd road repairs began.
 - On June 9th a Flood Recovery Info Fair was held at the Westmeath arena.
 - On July 4th Mayor Moore terminated the state of local emergency.
 - There was 65km of flooded waterfront with a total of 650 properties.
 - There were 179 residential homes effected.
 - There were 160 seasonal homes effected.
 - There were 16 roads closed, however 50 roads were covered with water.
 - There were three areas that were isolated by flooded roads, which effected approximately 120 properties.
 - Over 300,000 sandbags were issued.

Policing

- Members of the OPP participated in the Emergency Control Group meetings during the flooding emergency.
- Council supported a resolution endorsing the positions of the County of Renfrew and Eastern Ontario Wardens Caucus on the requirement for Community Safety and Well-being Plans.



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.

Arenas

- Plant Shutdown:
 - Cobden Ice was removed April 4.
 - Beachburg Ice was removed April 16.
 - Compressor #1 Overhaul Cobden Arena was completed June 7.
 - A full replacement will be required in 2023.

Tourism & Events

- The Tourist Booth was prepared for opening with the assistance of a returning summer student.
- A luncheon was held on May 29 to support and thank the volunteer who contribute their time at the booth.
- A ceremony at the Cobden Beach House took place on Monday June 3rd to honour the late Elmer Winters with close family and friends for his continuous and dedicate volunteer work. A luncheon followed the ceremony.
- Whitewater Streetstrut
 - Promotions/Advertising
 - Social Media Contests/Giveaways
 - Sponsorship Opportunities
 - Ticket Sales
- Taste of the Valley
 - Promotion/Advertising with support of Renfrew County
 - Registration
 - Logistics – updating maps and vendor spaces
- Familiarization (FMA) Tour

Staff were invited to speak at the three-day tour hosted by the Ottawa Valley Tourist Association (OVTA) which takes place throughout Renfrew County. The purpose of the tour is to educate tourism summer students, highlighting attractions and tourism operators working throughout the County of Renfrew. This provides an opportunity for each student to promote the area.

- The Department supported Canada Day Events happening throughout the Region with pre-event promotional items such as event posters and social media presence.

Programs

- Swim Lessons
 - Hired staff
 - Developed Program
 - Promotion/Advertising
 - Registration
- June was Recreation Month which provided opportunities for groups, clubs, and businesses to collaborate on recreation related activities and promotion of active living in communities.

Parks, Ball Diamonds, Boat Launches, and Beaches



- Parks were open and in operation for the long weekend in May.
- Crossing guards ended the school year on June 27.

Transportation Services

The Transportation Services Division is led by Randy Buckwalt, Roads Superintendent with overall leadership provided by the Director of Public Works. This area includes responsibility for fleet and roads.

Administration

- A by-law was adopted to dedicate for road purposes the public road known as Firehall Lane.
- Council approved the 2019 Pembroke & Area Airport requisition and a donation to Project Runway for a total contribution of \$17,500.00.
- \$600.00 of Gas Tax Funds from the Province of Ontario were contributed to the Town of Renfrew to support the Sunshine Coach Service.
- Commencing 2019/20 winter season, Whitewater Region will plow the Beachburg Tract Parking lot located at 631 Government Road.
- A Strategic Asset Management Policy was adopted in accordance with Ontario Regulation 588/17: Asset Management Planning for Municipal Infrastructure made under the Ontario Jobs and Prosperity Act, 2015.
- Farm 911: The Emily Project:

	 <p>Emily Trudeau was seven years old when she fell out of a tractor in a farm accident and was killed on the family farm in Hastings County near Tweed. Due to the lack of signage, emergency service responders were unable to quickly locate the field where the accident took place.</p> <p>The Emily Project is a civic addressing (911 signs) on rural properties at currently unmarked field entrances to help avoid tragedies like Emily's.</p>
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Engineering

- The Township applied for the ICIP (Investing in Canada Infrastructure Program in Ontario) under the Rural and Northern Infrastructure Investments stream for reconstruction of Olmstead-Jeffrey Lake Road.
- Approval was granted to return the following road surfaces to gravel from surface treatment due to their deteriorated state:
 - Garden of Eden Road from Orin Road to Civic Address 2289
 - Sarah Priscilla Drive from Provincial Highway 17 to dead end.
 - Sturgeon Mountain Road from Zion Line to Beachburg Road (County Road 21) – Sturgeon Mountain was later rescinded and significant patching was undertaken.

- Approval was granted to return Olmstead-Jeffrey Lake Road surface to gravel from surface treatment. This decision was later rescinded and significant patching was undertaken.

Fleet

- An estimated budget of \$135,000.00 was approved to proceed with the purchase of a tractor, PTO and snow blower to replace the 1993 Kubota Tractor (TRC#3).

Roads

- Ice was removed from the Cobden and Beachburg arenas.
- Snow (windrow) was removed from the villages once in April.
- Culverts replaced include:
 - McGonegal Road
 - Blind Line
 - Behm Line (between Stoppa Rd and Rox Siding Rd)
 - Malloy Road
 - Summerfield Drive.
- 2019 Flood:
 - The flooding along the Ottawa River used significant Roads Department resources, delaying regular “spring” road maintenance.
 - Flooding caused the closure of Lacroix’s Bay area roads, Rapid Road, Point Trail, and Sand Point Road.
 - Flooding occurred on Faught Road due to increased water elevations on Muskrat Lake.
 - 203 loads of sand hauled for sand bagging.
 - Sandbags have been removed from designated locations.
 - Flooding repair was completed on Yakabuskie Road near Malloy Road by R.G.T. Clouthier.
 - Flooding repair was completed on Point Trail by R.G.T. Clouthier.
 - Repairs to roads by BEI in Lacroix Bay area due to flooding have been completed. A realignment of a curve just past Bayview Drive on Lacroix Bay Road has been completed.
 - The Lapasse Boat Launch parking lot has been dug out and replaced with gravel due to the damage caused from the traffic from sand bagging
- Grading of roads and pothole patching was ongoing.
- Sidewalk and street sweeping were completed in the villages.
- Numerous signs and posts have been repaired.
- Brushing with the excavator has been proceeding in Lacroix Bay area.
- An area of Finnerty Road where the clay was coming through the surface was dug out and repaired.
- Calcium on gravel roads was started.

Full-Time Staff Teams

General Government

Robert Tremblay, Chief Administrative Officer rtremblay@whitewaterregion.ca
Carmen Miller, Clerk cmiller@whitewaterregion.ca

Sean Crozier, Treasurer scrozier@whitewaterregion.ca
Marsha Hawthorne, Payroll Coordinator mhawthorne@whitewaterregion.ca Sandra
Moss, Purchasing Coordinator smoss@whitewaterregion.ca
Kim Peterson, Revenue Coordinator kpeterson@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, Director 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, Adam Knapp, Darwin Peever, Ward Somerville, and Perry Yach

Recreation & Tourism

Jordan Durocher, Manager jdurocher@whitewaterregion.ca

Debbie Ready, Recreation Coordinator dready@whitewaterregion.ca

Arena/Park Operator III

Al Griffiths agriffiths@whitewaterregion.ca

Hugh Martin hmartin@whitewaterregion.ca

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