

Administration Report

October to December 2020 (Q4/20)



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Message from the Chief Administrative Officer

The 2021 budget was developed, reviewed and approved in the fourth quarter. Kudos to our Treasurer/Deputy CAO for his hard work, along with the other staff that contributed. The budget continues the Township's investment in its strategic priorities in the areas of infrastructure, recreation, environment and economic development. Along with Olmstead-Jeffrey Lake Road, a number of gravel and hard surfaced roads will be addressed including Westross and portions of Grace and Kohlsmith. Streetlights will finally be upgraded to LED technology and pedestrian crossings will be added near our three community schools. The budget also envisions the re-opening of our three arena facilities next fall.

We've been able to weather the pandemic by adapting with a focus on keeping our customers and staff safe. It has also provided an opportunity to innovate and respond in pro-active ways. One good example is that payment by debit is now available at the landfill. You can also renew your fire permit and dog licence online. For water, sewer and taxes, pre-authorized payment plans are also available.

I want to thank staff for their continued hard work and dedication. We work to meet the Township's mission of providing quality services to a community welcoming to all. In addition, our work supports a vision of growth and sustainability while espousing our corporate values of integrity, respect and commitment.

Sincerely,



Robert Tremblay
Chief Administrative Officer

Community Development

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

Planning

- One Zoning By-law Amendment (Put-In-Trail) and one Site Plan Control Approval (Whitewater Metal) were considered by Council. Twenty-one compliance reports were issued.
- The Committee of Adjustment held four (4) meetings to consider four Consent Applications (Mountain Road, Put-in Trail, John Park Road, Whitewater Metal) and five Minor Variance Applications (Bromley, Whitewater Metal, MacEwen Agricentre Inc., Hendry Lane).
- The Final Growth Study Report prepared by WSP Canada Group Ltd. was received as a guiding document and Council directed staff to circulate a copy to MMAH and the County of Renfrew regarding Official Plan Amendment No. 11.
- The Township received confirmation that they obtained funding (\$35,000) from the Canadian Agricultural Partnership Places to Grow Funding Program (OMAFRA) to support the Stormwater Assessment, Planning and Implementation of the Cobden Agriculture Area. The Request for Proposal No. 22-2020 in late December 2020.
- Reviewed 2 Recreational Vehicle Variance (Permits),
- An update report on Official Plan Amendment No. 31 was provided to Council and included recommended modifications to the MMAH adopted County of Renfrew Official Plan.
- Responded to approx. 120 inquiries relating to land sales, zoning, setbacks, applications, approval processes, etc.

Building

- Fourth Quarter: Issued 67 building permits valued at \$8,081,600. Notable permits included 5 new dwellings, valued \$1,085,000, and 25 septic permits.
- 2020 Summary:
 - Total of 314 permits received with 293 permits issued with a total construction value of \$19,975,292.89.
 - Permit comprised of, among others, 23 single detached and 6 semi-detached dwellings, 25 residential additions, 23 commercial/industrial permits, 21 agricultural structures, 87 acc. struc., decks and pools, 26 demolitions and 75 septic systems.

Economic Development and Tourism

- Issued Letters of Support to NRTC, Cogeco and Whitewater Internet for their submission to the Improving Connectivity for Ontario (ICON) Program.
- Approved non-nominal financial contribution of \$7,000 to Cogeco in support of their Improving Connectivity for Ontario (ICON) program.
- Council received the Welcome Package and Business Showcase initiative for their consideration. A revised Welcome Package is forthcoming.
- Correspondence from the Whitewater Business Association was received relating to a meeting held with Mayor Bob Sweet, as Chair of the County Development and Planning Committee, relating to the Townships request for delegated authority of Consents.
- Finalized the transfer of the donated land in Westmeath at Rapid Road and Gore Line with Dr. Marian Laderoute.
- Staff attended the Ottawa Valley Economic Development Partners Group Meeting to serve on the Panel for the Impact Analysis and Report on Operations of CNL/CRL led by MDB Insight .

Finance & Administration

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

Financial Services

- The total taxes outstanding as of December 31, 2020 was \$1,357,105.81.
 - \$697,374 is current taxes (5.3% of current year taxes remain uncollected)
 - 4.2% of current year taxes remained uncollected as of December 31, 2019.
- Total utilities outstanding as of December 31, 2020 was \$136,189.85.
 - 8.9% of current year utility billing remains outstanding as of December 31, 2020.
 - 11.1% of current year utility billing remained uncollected as of December 31, 2019.
- As of December 31, 2020, 21 tax sale files remained active (down from 26 at the beginning of the year)
- As of December 31, 2020, other accounts receivable arrears were \$36,077.41.
 - 4.1% of current year other accounts receivable remains uncollected as of December 31, 2020.
 - 10.6% of other accounts receivable remained uncollected as of December 31, 2019.
- On October 14, 2021, Council adopted the PSAB Budget 2020 Compliance report.
- 2021 Budget deliberation occurred:
 - October 28, 2020 – Operating
 - November 18, 2020 – Capital & Special Projects
 - November 25, 2020 – Fees & Charges and User Pay Budgets
 - December 2, 2020 – Final Budgets Presented
 - December 9, 2020 – Budget Public Meeting
 - December 16, 2020 – Budget By-law Adoption

The emergency purchase of the furnace in Westmeath that was funded from taxation instead of the budgeted allocation for the abandoned well and roof coating project.

Corporate Management & Legislative Services

Carmen Miller, Clerk provides leadership in legislative services. The Office of the CAO provides overall corporate management of the organization. Health & Safety matters are summarized in this section as well.

Legislative Services

- Covid 19 has had little impact on the work council put in during the 2020 year. Council sat for 26 meetings, one hundred and five by-laws were passed, and 186 reports were heard.
- For comparison 2019 Council met a total of 28 times hearing 243 reports and enacting 114 by-laws.
- In 2020 staff continued with updating policies. Short form wording has been introduced to some by-laws, back yard chickens and recreational vehicles are now being regulated.
- Council navigated through electronic zoom meetings like pros. The new audio video system is well on its way and will be a great addition.
- In Q4, Legislative Services issued 20 burial permits, 60 for the year, commissioned 17 documents for a total of 100 commissioning in 2020. One wedding was preformed in the Q4, 2 for the year, 4 lottery licenses issued, 6 issued for the year.

Health & Safety

- Q4 JHSC meeting was held on Dec 22/20.
- HR/Compensation Coordinator summarized incidents for Q4 which involved 1 minor injury.
- Dave Brenner retired as JHSC Chair.
- All staff continue to fill the employee screening form before work.

Office of the CAO

- The final service delivery review report of the Local Efficiency Group (LEG) prepared by Dillon consulting was received with the CAO directed to report back to Council in Q1 2021 on a detailed action plan. The LEG is comprised of the Towns of Arnprior and Renfrew and the Townships of Greater Madawaska, McNab/Braeside, Admaston-Bromley, Horton and Whitewater Region.
- A tender was issued for the sale of remaining land in the Industrial Park. The tender closed on February 10, 2021.
- A departmental workplan was developed and approved by Council. This forms part of the CAO's performance goals for the year.

- Staff undertook a review of the Benefits Plan and considered whether to join the County's group. The current arrangement with Pat St. Michael and Manulife provides for cost savings. Benefits will be tendered out by end of year for an additional three-year term.
- Corporate insurance renewal was confirmed for 2021. It represents an increase in premiums of \$6,706.
- An agreement was arrived at with a landowner in the Industrial Park regarding the decommissioning of the non-potable water system.
- As part of the 2021 budget, organizational changes were discussed in closed session. A succession plan was confirmed for the Fire Department and the Planner/EDO leads a new Community Serviced Department. The full-time staff complement remains at 30.
- Performance appraisals were completed by management and staff. Employee Code of Conduct training was rolled out to all staff.
- The Township received a \$24,000 grant under the Seniors Community Grant Program to complete a seniors community needs assessment. An RFP was awarded under delegated authority to Barnes Management Group in the amount of \$17,400 excluding HST. The Evaluation Team was comprised of Reeve Regier, Councillor Nicholson and CAO Tremblay. A total of five firms submitted bids with Barnes scoring 94/100. The needs assessment must be completed within a short 10-week timeframe to meet the grant requirements. It will serve as the basis for an Age Friendly Plan with a rural lens.
- A Request for Proposals was issued in December for the development of an Active Transportation Plan. Six bids were received at closing on February 10. The contract was awarded under delegated authority to WSP Canada Inc. at a cost of \$20,412.50 plus non-refundable HST. They scored 96/100 and have completed similar projects including Petawawa's Active Transportation Plan as well as additional trail projects in Eastern Ontario. The Evaluation Team was comprised of Councillor Olmstead, CAO Tremblay, and Managers Burton, Cleroux and Durocher. The project is funded through taxation. As the President of the Association of Municipal Managers, Clerks & Treasurers of Ontario (AMCTO), I lead the recruitment process for the new Executive Director. I also chaired meetings of the Management Committee and Board of Directors. I participated in a meeting between AMCTO and the Ontario Municipal Administrators Association and Municipal Finance Officers Association. I made online presentations at the zone meetings for 1, 3, 4, 7 & 8. I participated in online training on the topic of unconscious bias.

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

- A decision was made by council at the October 21st council meeting to close the Beachburg and Westmeath Arenas due to the uncertainty and Covid-19 pandemic.
- Cobden Arena had approximately 430 hours of bookings.
- County Wide Recreation Meeting Facility meeting continued to discuss the ongoing Covid-19 pandemic and our operations.
- The Whitewater Region's COVID-19 Facility Operating Protocol was updated several times throughout this quarter to stay consistent with the provincial guidelines, ensuring public and employee safety. Many of the changes were the re-opening of dressing rooms and allowing spectators in for Tier II junior games.
- The department met with several adult users who were interested in coming back prior to the provincial lockdown and stay at home order.
- The provincial lockdown was ordered to begin December 26th. Casual and part-time staff were notified. Cobden Ice remained in and maintained.
- Regular building maintenance and plant room checks were conducted at all three facilities. With the unique season, staff met with HVAC mechanics to discuss the important measures needed to continue monitoring our brine in facilities for those arenas that did not operate during the winter months.
- The Beachburg arena had heat failure. Parts for the furnace have been on back order for several months due to the Pandemic. Alternative measures have been put in place to provide heat to the canteen/warm areas.
- Holiday Skates were provided in the month of December. 55% of the skates were offered before the Provincial Lockdown occurred.
- Rink board and arena advertising from closed facilities were refunded to business due to the pandemic.

Boat Launches & Beaches

- Boat Launch Closures for the season.
- Docks removed and stored.

Parks & Trails

- The continuation of fall grass maintenance occurred.
- Dead standing trees were removed at the Cobden Park as well as some blow down.
- Park equipment was prepped winter, repairs completed and stored for the season.
- Staff attended a Bicycle Friendly Community zoom session, hosted by the Ottawa Valley Cycling Transportation Alliance (OVCATA) to help foster Active Transportation in surrounding communities.

Street light Decor

- Winter themed street light décor was erected in both Beachburg and Cobden.

Protective & Fire Services

Protective Services includes crossing guards, animal control, and by-law enforcement. The Fire Department is managed by Acting Fire Chief Guy Longtin and Deputy Fire Chief Jonathan McLaren. With over 60 volunteer firefighters and five stations, the Department ensures the protection of the area with suppression, training, and prevention. OPP matters are also summarized in this section along with emergency management.

Crossing Guards, By-law Services & Animal Control

- The crossing guard were available when the school remained open.
- Parents are being asked to drive their kids to school when able.
- Staff are addressing by-law issues and animal control as calls are received.
- Payment for dog tags can now be made online.

Fire Services

- Happy to report that the cisterns have now been installed.
- The new mobile repeater has arrived and will be placed in service once the SOG is developed for its activation and every station is trained on its use.
- Due to Covid-19 restrictions we have reverted to online training for all of our firefighters. We are hoping to be able to hold some in person training come early spring.
- Our fall recruitment drive saw 12 potential new volunteer firefighters attend an information session.
- 2020 was a busy year response wise with approximately 46% increase in calls over 2019 for a total of 117 callouts.



Emergency Management

The MCEG has been meeting regularly to navigate the ever-changing Covid 19 regulations. The office was closed during the stay-at-home order. The public and staff adjusted well to the new rules. Staff have been keeping up to date all the new information that has been circulated from the various agencies.

Public Safety & Policing

Inspector Stephan Neufeld and Inspector Dawn Ferguson made a presentation to council, regarding calls for service, call volumes, service trends, and 911 calls.

Public Works

Public Works is managed by Lane Cleroux. The Transportation Services Division is led by Randy Buckwalt, Roads Superintendent. This area includes responsibility for fleet and roads. The Environmental Services Division is led by Steve Hodson, Superintendent. The Division is responsible for facilities, drainage, utilities, waste & wastewater, as well as waste management, including recycling and curbside pickup.

Administration, Fleet & Engineering

- Sand screening was tendered and award to
- Dave Brenner retired after 8 years with the Township.
- Colin Limlaw was hired as Driver/Operator to fill a permanent vacancy in Public Works.



Roads

- “A” gravel was applied to Dittburner Road and part of Finchley Road.
- Brushing was completed on Timm Road.
- Sand sheds were filled with winter sand and the fleet were equipped for winter operations.
- The department responded to 16 weather events, requiring sanding and/or plowing.



Waste Management

- The Township entered into an agreement with Electronic Products Recycling Association (EPRA) as a collector for waste electronics and electrical equipment.
- A new weekly curbside collection schedule started on October 5th with garbage and recycling collected on the same day with recycling alternating weekly for comingled and fiber.
- A report was presented to Council on two litter campaign programs currently available to Whitewater residents if they choose to register. Canada-wide Pitch-In Week and the County’s Adopt-a-Road Program.
- The stockpiles of clean lumber and brush, leaf & yard waste were grinded in late November. All mulch will be utilized as cover during the winter months.
- A report was presented to Council on the blue box program regulation review and proposed transition dates for municipalities.
- The Township issued a joint request for proposal (RFP) with the Township of Admaston / Bromley for environmental monitoring & reporting for solid waste sites. Jp2g Consultants Inc.

(the current provider of these services) was the successful proponent for the joint RFP.

- The new $\frac{3}{4}$ ton truck was delivered from Jim Wilson Chevrolet.

Environmental Services

- Condition assessments of the Township's microFIT solar panel were completed by iSolara to ensure each system is functioning as it should. Some minor items were identified and corrected.
- Hydro was disconnected at the Whitewater Region Industrial Park pump house and small well house as part of the staged decommissioning process.

Water & Wastewater

- A two-year extension was approved with Ontario Clean Water Agency (OCWA) to serve as the Township's accredited operating authority for the three drinking water systems and operator of the wastewater system.
- A sewer line repair was executed adjacent to the corner of Archibald Street and Arthur Street. A poor section of sanitary main was replaced near 7 Archibald Street.
- A meeting was held with the Public Works Department, Ontario Clean Water Agency, and Whitewater Brewery to discuss sewer issues along Highway 17 and treatment complications perceived to be from the brewery's effluent.
- The Cobden Wastewater Treatment Plant upgrade project status update as of December 31st is as follows:
 - Contract amount: \$10,980,000.00 (including \$400,000.00 contingency)
 - Total completed value to date: \$9,009,438.20
 - 44 change orders valued at \$518,228.02

Facility Management

- The new well pump was installed at the Haley Fire Hall Station.
- Concrete pads and fuel cardlocks were installed at the Ross Garage, Westmeath Garage, Cobden Garage/ Firehall and Ross Landfill.



Staff Teams

Corporate Management & Legislative Services

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

Finance & Administration

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

Community Development

Ivan Burton, Planner/EDO	iburton@whitewaterregion.ca
Doug Schultz, Chief Building Official	dschultz@whitewaterregion.ca
Debbie Ready, Coordinator	dready@whitewaterregion.ca

Parks & Recreation

Jordan Durocher, Manager	jdurocher@whitewaterregion.ca
Arena/Park Operator III: Al Griffiths	agriffiths@whitewaterregion.ca
Kelly Davidson	kdavidson@whitewaterregion.ca
Jerry McIntyre	jmcintyre@whitewaterregion.ca

Fire Department

Guy Longtin, Acting Fire Chief	glongtin@whitewaterregion.ca
Jonathan McLaren, Deputy Chief	jmclaren@whitewaterregion.ca

Public Works

Lane Cleroux, Manager	lcleroux@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 Driver/Operator:	tomalley@whitewaterregion.ca
Derek Bennett, Roger Blaedow, Lindsay Broadhurst, Roy Church, Lucas Hewitt, Colin Limlaw, Andrew McLeese, Ward Somerville, Nathan Tubby, Perry Yach, and Anthony Zadow.	

Appendix - Photos

Photos of the Cobden Wastewater Plant taken February 8, 2021.



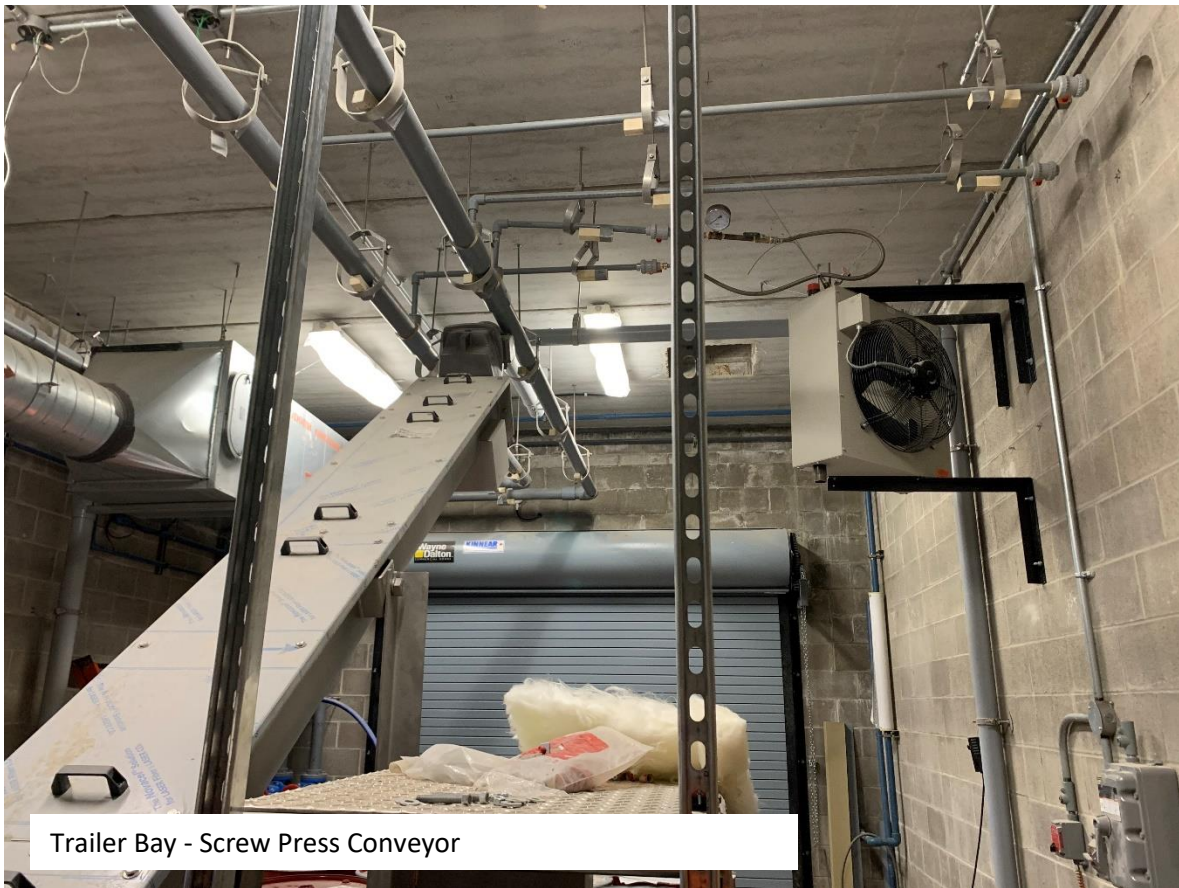
Corridor - Control Panel for Centrifuge



Corridor - Gas Monitoring Alarm Panel & Starter Panels



Trailer Bay - Centrifuge



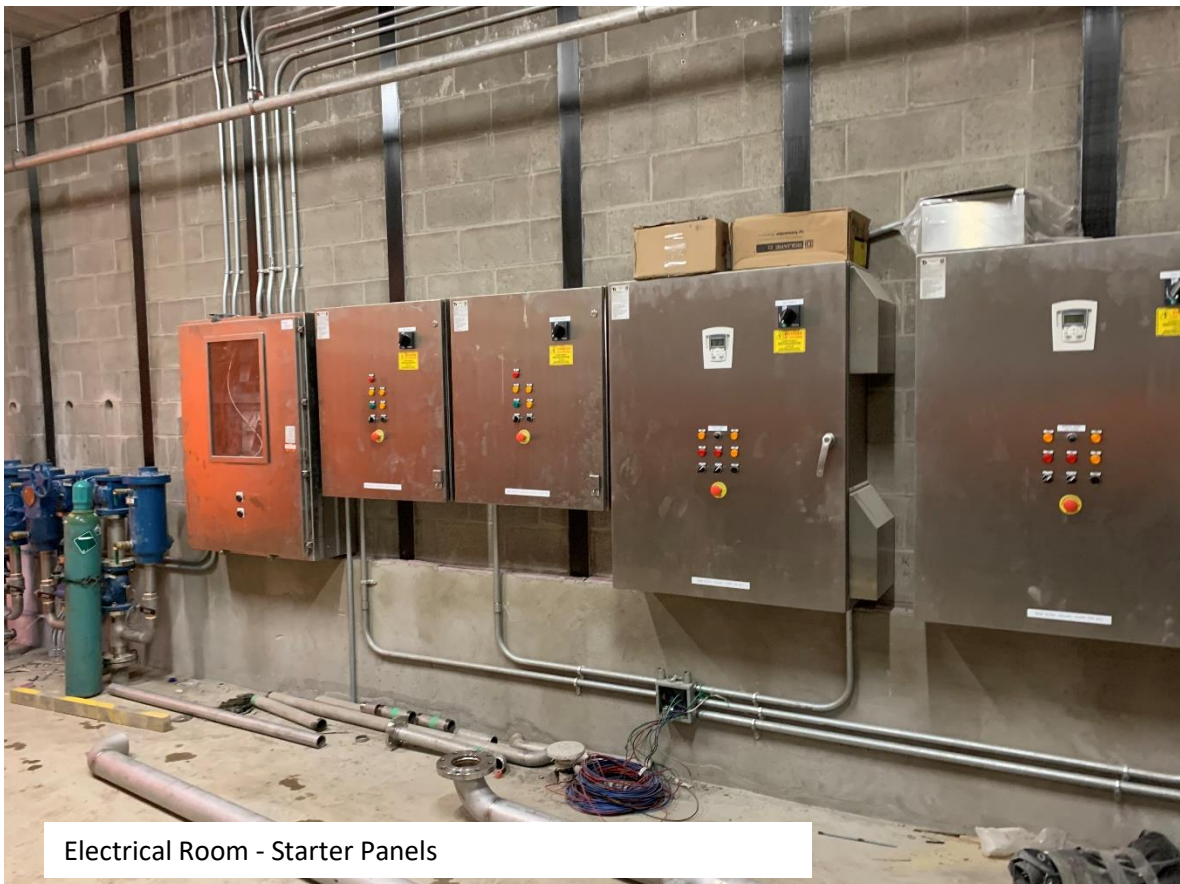
Trailer Bay - Screw Press Conveyor



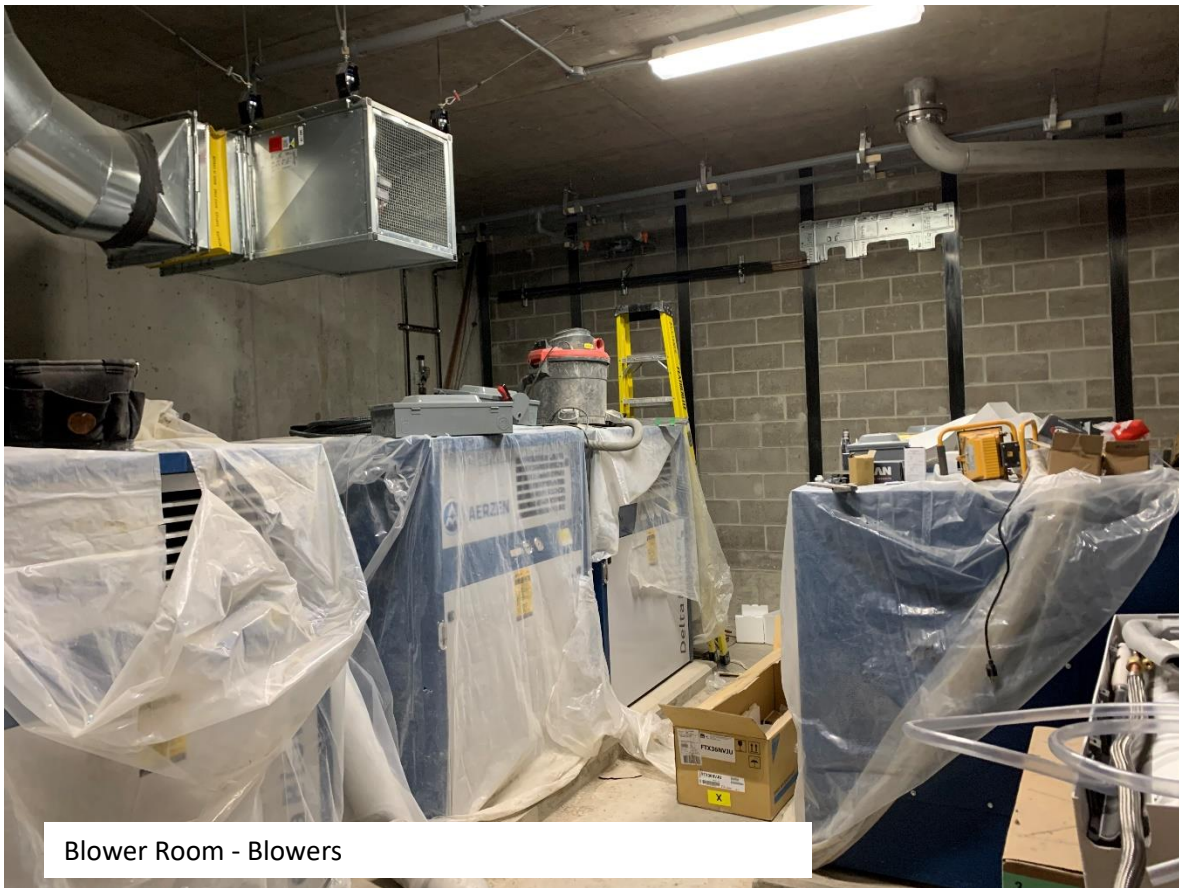
Electrical Room - Generator Transfer Switch



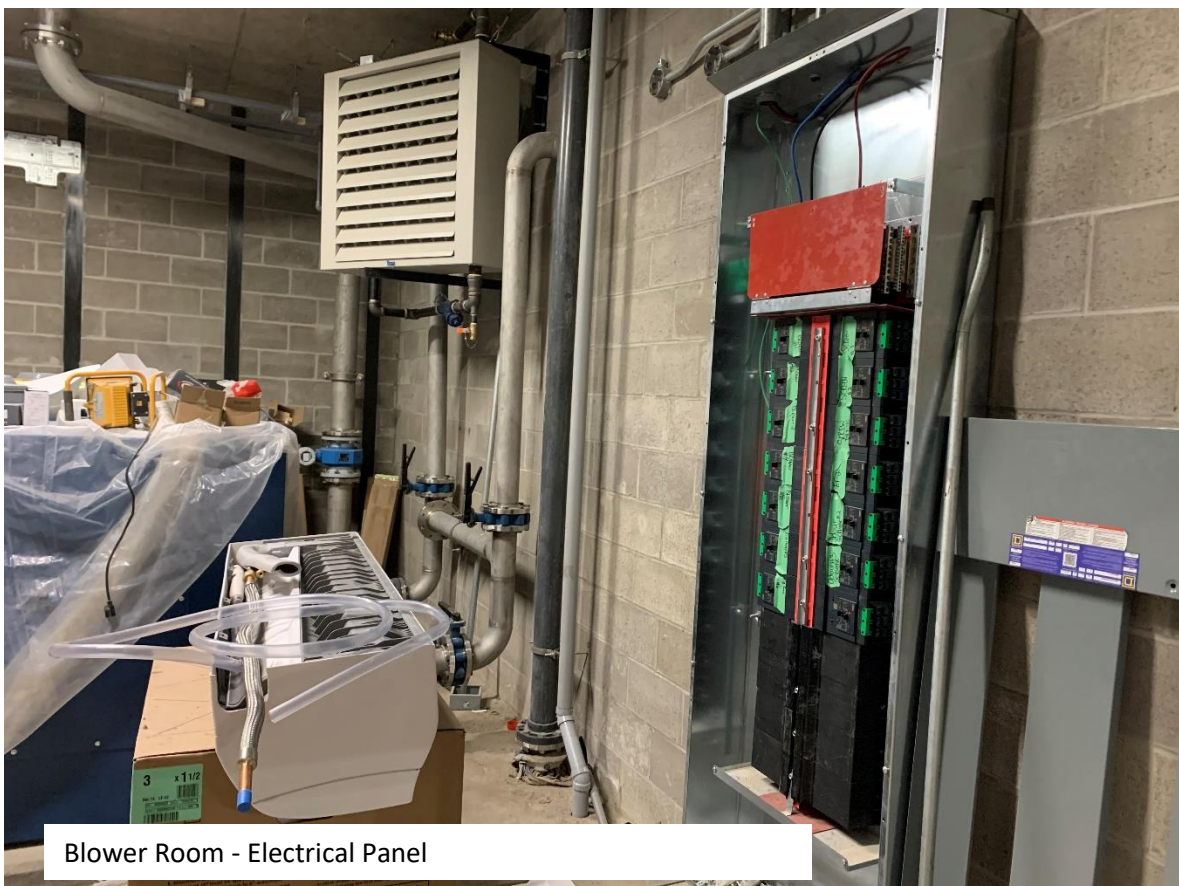
Electrical Room - PLC SCADA Panel



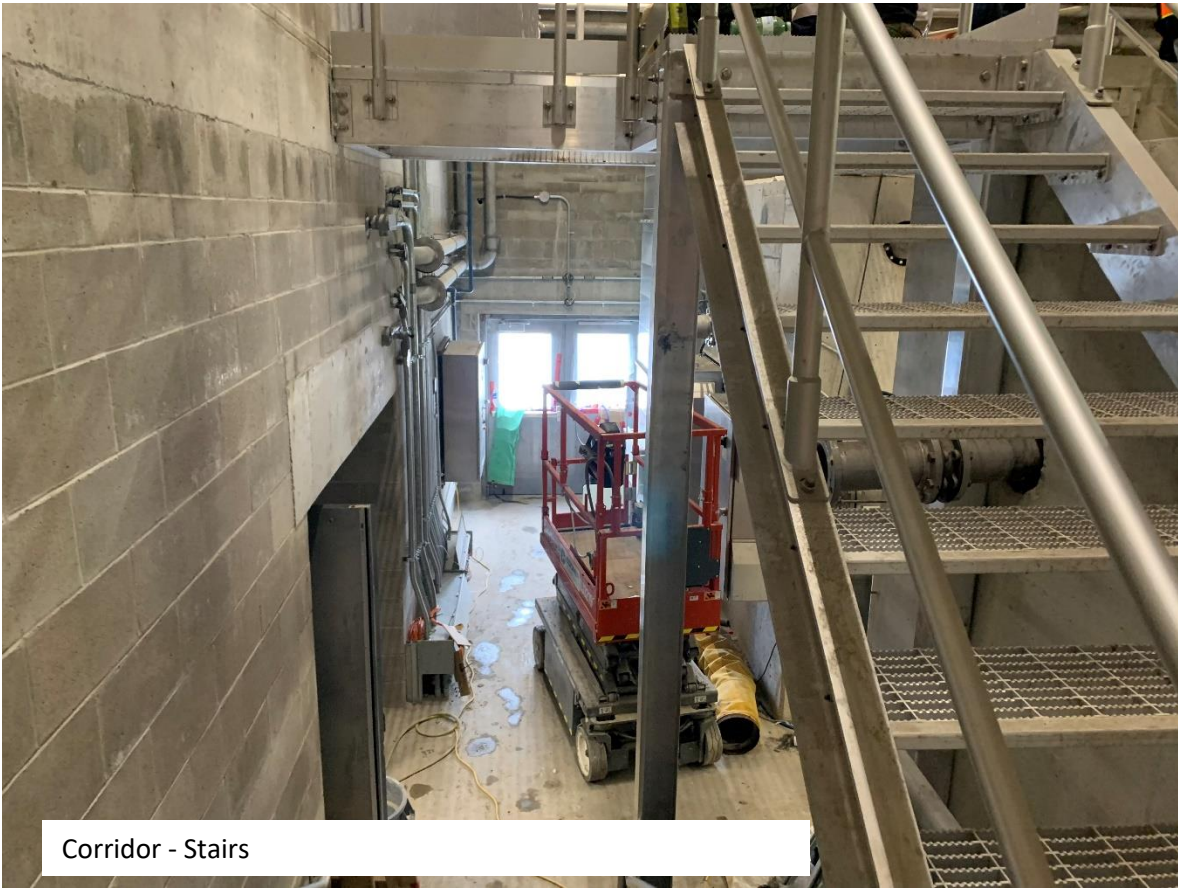
Electrical Room - Starter Panels



Blower Room - Blowers



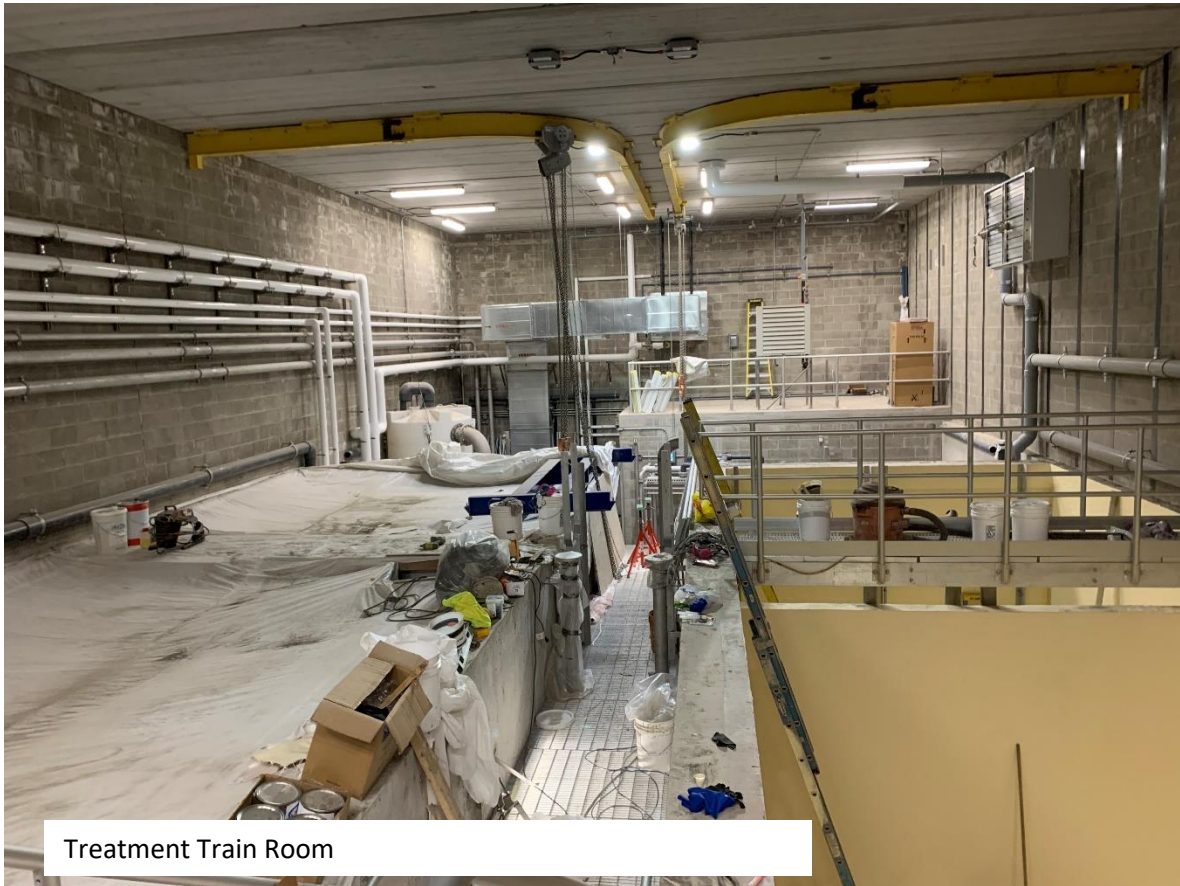
Blower Room - Electrical Panel



Corridor - Stairs



Treatment Train #2 - Tank





Exterior - Ferric Chloride Tank & Generator



Exterior - Trailer Bay