

TOWNSHIP OF WHITEWATER REGION
Council Meeting

Meeting Title: Regular Council Meeting Date: Wednesday March 25, 2015

Place: Municipal Council Chambers Start Time: 6:00 p.m.

REGULAR COUNCIL MEETING AGENDA

Any submissions received from the public, either orally or in writing may become part of the public record/package.

Public Meetings:

1. Zoning By-Law Amendment, Part of Lot 2, Con E.F.B., Westmeath, 2354 Lapasse Rd.
2. Zoning By-Law Amendment, Part of Lot 7, Con 12, Ross, 1260 Grants Settlement Rd

1. Call to Order
2. Prayer
3. Disclosure of Pecuniary Interest
4. Adoption of the Agenda
5. Adoption of the Minutes of the Regular Council Meeting held Feb. 18, 2015
6. Adoption of the Accounts
7. Delegation – 6:15 Brad Sweet – Ontario Clean Water Agency
Statutory Standard of Care – Municipal Water Systems

6:45 Paula Troutman – 2015 ICF (International Canoe Federation) Freestyle
Kayaking World Championships – event overview

7:00 William Leslie – fishing tour operation – permission to use public boat
launch
8. Departmental Reports – Public Works, Building Dept., Environmental Services, Fire Dept., CAO & Reeve
9. Council in Committee - Adoption of the Minutes of the March 4 & March 11, 2015 meetings
 1. Corporate Services (1 resolution)
 2. Recreation & Culture (1 resolution)
10. By-Laws
 1. 15-03-777 Rezoning Pt. Lot 2, Con E.F.B., Westmeath
 2. 15-03-778 Rezoning Pt. Lot 7, Con 12, Ross
11. Correspondence
 1. Ottawa River Energy Solutions (ORES) Report from Bernie Tracey- info
 - 1a. Ottawa River Power Corporation (ORPC) Report from Mayor Johnson - info
 2. Eganville Leader Article – Muskrat Watershed Council - info
 3. White Water Sno-Goers Landowner & Volunteer Appreciation Dinner - info
 4. MPP John Yakabuski fundraising dinner – invitation
 5. Ontario Parks annual work schedule for Algonquin Park – info
 6. Premier's Award for Agri-Food Innovation Excellence – info
 7. 2015 Senor of the Year Award – deadline April 30
 8. Warden Emon's dunk tank - info
12. New/Unfinished Business
 - 1.. Sewer Budget con't
 2. Prayer at Meetings, delivery of agenda, recorded vote process
(Notice of Motion from Councillor McLaughlin, March 4)
 3. Agenda topics for April 8th "In Service" Council/staff training session
 4. Staff Training and Development Policy
 5. Councillor announcements
13. Notice of Motions for future agendas:
14. Closed Meeting – none scheduled
15. Confirmation By-Law 15-03-779
16. Adjournment

PUBLIC MEETING WAS HELD AT 6:00pm

Public Meetings:

1. Zoning By-Law Amendment, Part of Lot 2, Con E.F.B., Westmeath, 2354 Lapasse Rd.
Moved by Cathy Regier, Seconded by Dave Mackay
2015-3192 "Be it Resolved that Council of the Township of Whitewater Region Convene into a Public Meeting in connection with a zoning by-law amendment Pt. Lot 2, Concession E.F.B., Westmeath."

Carried by
Hal Johnson

Tracy Zander, agent for the applicant was in attendance to provide council with background. She advised that the severance application was approved but the zoning amendment was a condition of the severance.

2. Zoning By-Law Amendment, Part of Lot 7, Con 12, Ross, 1260 Grants Settlement Rd
Moved by Dave Mackay, Seconded by Cathy Regier
2015-3193 "Be it Resolved that Council of the Township of Whitewater Region continue this Public meeting in connection with a zoning by-law amendment Pt. Lot 7, Concession 12, Ross."

Carried by
Hal Johnson

2015-3194 "Be it Resolved that the Public Meeting of the Council of the Township of Whitewater Region be adjourned at 6:12 pm."

Carried by
Hal Johnson

REGULAR COUNCIL MEETING AGENDA

Call to Order

COUNCILLORS PRESENT: Mayor Hal Johnson, Reeve Terry Millar, Councillor Charlene Jackson, Councillor Dave Mackay, Councillor Daryl McLaughlin, Councillor Christopher Olmstead and Councillor Cathy Regier

STAFF PRESENT: Christine FitzSimons, Marsha Hawthorne, Wayne Heubner, Steven Hodson, Andrew Kenny, Doug Schultz and Danielle Howatson

2. Prayer

Prayer was recited.

3. Disclosure of Pecuniary Interest - None

4. Adoption of the Agenda

Moved by Dave Mackay, Seconded by Cathy Regier

2015-3195 "Be it resolved that the Council of the Township of Whitewater Region adopts the agenda for the March 25, 2015 regular Council meeting."

Carried by
Hal Johnson

5. Adoption of the Minutes of the Regular Council Meeting held Feb 18, 2015

Moved by Cathy Regier, Seconded by Dave Mackay

2015-3196 "Be it resolved that the Council of the Township of Whitewater Region adopts the minutes of the Feb. 18, 2015 regular Council meeting."

Carried by
Hal Johnson

6. Adoption of the Accounts

Moved by Dave Mackay, Seconded by Cathy Regier

2015-3197 "Be it Resolved that the Council of the Township of Whitewater Region approve the attached schedule of General Purpose Accounts in the amount of \$549,043.80 and Water Fund Accounts in the amount of \$13,193.10 for the period of February 1st to February 28th, 2015 and that the above accounts be paid."

Carried by
Hal Johnson

7. Delegation – 6:18pm - Brad Sweet – Ontario Clean Water Agency Statutory Standard of Care – Municipal Water Systems

Brad Sweet along with Andrew Trader and Daragh Slowey were in attendance at the meeting to provide council with a presentation on the role of the Ontario Clean Water Agency (OCWA) and to identify the roles and responsibilities of council as a whole.

During discussions, Councillor Jackson queried whether or not there is a reporting system and how it worked. Mr. Sweet identified that there are quarterly reports and an annual report. The annual report is now complete and in the possession of staff. Staff was directed to provide a copy the waste water report and the water report in the next council package as they need to have a resolution to be passed by council. Staff is also directed to present the quarterly reports upon receipt for review and approval.

In closing, Mr. Sweet wanted to advise the CAO and council that the three members of the Whitewater staff that were hired on by OCWA are great members of the team and are very diligent workers. He stated that OCWA is pleased to have them as part of the team. He also extended the invitation to councillors to come and tour the plant.

6:46pm - Paula Troutman – 2015 ICF (International Canoe Federation) Freestyle Kayaking World Championships – event overview

Paula Troutman attended the meeting to provide council with some background information regarding the ICF World Kayaking Championship taking place during the week of August 30 – September 5, 2015. She noted that we are expecting between 28-42 international countries and their top 280-300 athletes. Ms. Troutman is seeking any assistance that council can provide and is appreciative of anything that can be done but suggests that the following would be of great assistance to her and the committee. The list is not exhaustive.

1. Clean up the roadways that the parades will be on;
2. Commissioning a roadway into the lunch area of Wilderness Tours;
3. Provision of letters to taxpayers identifying the event;
4. A walkway of sorts needs to be built by the water to get onto the island where the event is to take place. She made the suggestion of a waiver of fees that may be incurred would be appreciated; and
5. Bandstands need to be built.

Mayor Johnson identified that council is in 100% support and staff has been directed to include this matter as a budget item and bring it back to council as there is a large potential for economic development arising out of this event.

7:08 William Leslie – fishing tour operation – permission to use public boat launch

William Leslie was in attendance to ask council for permission to use one parking space at the boat launch on Acres Road to support his fishing business which he hopes to have operational by April 10, 2015. Council has some questions regarding who owns the property and if there are any encroachments on the property and directed Mr. Leslie to speak to the neighbours and find out if they have any concerns. Council has decided to make a motion in principle to allow Mr. Leslie to use the Acres Road public boat launch until there can be a further discussion at the Economic Development Committee.

Moved by Terry Millar, Seconded by Charlene Jackson

2015-3198 “Be it Resolved that the Council of the Township of Whitewater Region authorizes William Leslie to use the Acres Rd. public boat launch for his fishing tour operation, on a temporary basis. This agreement is in principle, pending further discussion at the Economic Development Committee.”

Carried by
Hal Johnson

8. Departmental Reports – Public Works, Building Dept., Environmental Services, Fire Dept., CAO & Reeve

<p>WHITEWATER REGION DEPARTMENTAL REPORT</p> <p>DEPARTMENT: Public Works Department</p> <p>MONTHLY ACTIVITY: February 2015</p> <p>Trucks have been out plowing/sanding/salting or removing snow 22 days this month, compared to 11 days the same month last year.</p> <p>Snow removal was completed in all villages a few times this month.</p> <p>Boat launch area was prepared for the Civitan fishing derby</p> <p>Area was set up for the Foresters Falls winter carnival</p> <p>Clean up trees along Fletcher Road near Klaesi’s Farm</p> <p>Brushing Fletcher Road with the excavator and brush head</p> <p>Getting calls near the end of the month for water services freezing up. Steamer being used to unthaw what we are able. Areas with problems have been asked to run a trickle of water to keep the pipes from freezing again.</p> <p>Water main break occurred at Jason St.</p>
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<p>WHITEWATER REGION DEPARTMENTAL REPORT</p> <p>DEPARTMENT: Building and By-law Enforcement Date: March 18, 2015</p> <p>MONTHLY ACTIVITIES:</p> <ul style="list-style-type: none"> - We have been trying to complete and update the 2012 and 2013 building files. - We have prepared an accessibility and maintenance report for township buildings. - There was two Building Permits issued in March. One demolition and one single family addition. - We have been working on some new business moving to our area. - We have been working on severances, minor variances, re-zonings and building permit. - We have been working with BEI to get the paper work in place to start developing the old Grain Mill property. - We are waiting for some snow to leave to complete the sign at Lookout Tower.
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WHITEWATER REGION DEPARTMENTAL REPORT

DEPARTMENT: Environmental Services Department

MONTHLY ACTIVITY: March, 2015

Kevin Mooder and Andrew Buzza with Jp2g Consultants in Ottawa are currently working on Annual Operational Reports for the Township's Landfill Sites for end of the month submission deadlines. A Hydrogeological Report is also submitted which identifies the past years monitoring program points of interest.

A pre consultation meeting was attended by the Department with J.L Richard's Consulting Firm and Bonnechere Excavating Inc. regarding the Wren Subdivision development. Surface / Storm Water Management was discussed in detail.

The Department is currently working on an updated Financial Plan to submit to the Ministry of Municipal Affairs and Housing and the Ministry of the Environment and Climate Change. The Financial Plan must be completed in order to acquire a renewal on Drinking Water Licenses for the three (3) Drinking Water Systems (June, 2015).

Current Collection Contracts for Curb-side Waste and Recycling are going to expire at months end. Beaumen Waste Systems are preparing to carry out both five (5) year contracts as awarded.

The Department is working with Beaumen Waste Systems to purchase two (2) large 40 cubic yard, top loading roll-off containers and stairs for the Ross Landfill Site. This will provide the residents with a means of disposing of recyclable blue box materials and flattened cardboard at the Site. Many residents and cottagers request this option.

The Department will be budgeting for accessibility and maintenance upgrades to the Cobden Tourist Booth.

An application to dredge the Westmeath Boat Launch channel is still before the Federal Department of Fisheries and Oceans.

Steven Hodson, Environmental Services Manager

WHITEWATER REGION DEPARTMENTAL REPORT

DEPARTMENT: Fire

MONTHLY ACTIVITY: January 2015

Chief Chief Heubner met with CAO and Capt. Moore
Chief Heubner met with OFM advised and Dough Schultz
Chief Heubner attended council
Chief Heubner met with CAO
Chief Heubner/Moore met on budget and purchasing
Chief Heubner met with Capts Church and Moore
Chief Heubner/Moore discuss 5 year plan

Station 1 Haley's House partially burned 248 Roachway Lane.
MVC Hwy # 17 and Sutherland Rd.
Alarm activation Haley Fire Hall.

Station 2 Cobden Smoke and Fire coming from Gas Stove 1077 Snake River Line.
Car Fire Hwy # 17 and Sutherland Road
Chimney fire 515 Behm Line, A-B Twp
MVC Hwy #17 and Calvin Rd.

Station 3 Foresters Falls

Station 4 Beachburg Barrel burn at Synton Street
Ski-doo through ice at Lapasse

Recommendations More equipment will be purchased as budget allows.

Fire Chief Heubner shared some photos of his trucks lined up at a house fire and identified that he was very pleased with both the man power and the equipment. He stated that he never even ran low on water. He also added that as of April 15, 2015 it is law that carbon monoxide detectors be in homes. There is no more grace period.

Reeves Report For February

In the month of February i attended at County on Feb 10 for Dev/ Prop and on the 17 for Finance and Admin. I also attended a CPAC In Deep River on Feb.5. Also on Feb.13 i attended the Agricultural Economic Development Committee meeting held in Cobden at the Agricultural hall. Unfortunately i missed the regular County meeting on the 26th the day after returning from the OGRA/ROMA conference in Toronto. It was a very busy month.

Terry Millar
Reeve

WHITEWATER REGION DEPARTMENT REPORT

DEPARTMENT: CAO/Clerk

MONTHLY ACTIVITY: February – March, 2015

Cast In Place Sewer Repair under Hwy 17

The Environmental Services Manager, the Treasurer and I have met with Roch Blaskovits from Jp2g Consulting Engineers regarding the development of the Request for Proposal for the Hwy 17 cast-in place sewer repair project.

Jp2g's recommendation is that we move forward with an RFP instead of a tender to give us more latitude in the scope of the project and the ability to move part of the work into 2016 if we encounter any difficulties underground. Staff agreed that this was the best approach to stay within the 2015 project budget of \$135,000 and Jp2g is working on preparing the RFP package.

Year-End Audit

Auditor Wil Barr from MacKillican and Associates has reviewed the draft Audit of the 2014 Financial Statements with the Treasurer and CAO, and will be presenting the final audited 2014 Financial Statements to Council on April 15, 2015 for approval.

Essentials of Municipal Finance Workshop

I had the opportunity to take an excellent workshop on March 13, taught by Mike Larocque, CPA (CMA), B.A., AMCT, who is the former City Finance Director for Brockville and the former CAO of Augusta Township. I have included some of his notes regarding the Provincial downloading of services to municipalities and the impact of same.

Municipal Office Roof Leak

On Thursday March 12, staff noticed staining on the office ceiling tiles and drywall above the front counter, which evolved into water dripping through into the office. The insurance company was informed, Helferty's was brought in, and staff discovered that the roof drain into the storm sewer was frozen at the connection in the catch basin outside of the Municipal Office. It was steamed open, and the roof drained.

The JTL adjuster has met with the CAO and an insurance claim has been started to repair the damage.

Public Works Manager Misener will keep an eye on this situation next winter, particularly if we have the same type of frigid weather driving the frost lower into the ground.

Moved by Cathy Regier, Seconded by Dave Mackay

2015-3199 "Be it resolved that the Council of the Township of Whitewater Region receives & files departmental reports from: Treasurer, Public Works, Building Dept., Environmental Services, Fire Dept., CAO & Reeve."

Carried by
Hal Johnson

- 9. Council in Committee - Adoption of the Minutes of the March 4 & March 11, 2015 meetings
Moved by Dave Mackay, Seconded by Cathy Regier

2015-3200 "Be it resolved that the Council of the Township of Whitewater Region adopts the minutes of the March 4 and March 11, 2015 Council in Committee meetings."

Carried by
Hal Johnson

- 1. **Corporate Services (1 resolution)**

A recorded vote was requested by Councillor Jackson

YAY	NAY
Terry Millar	
Cathy Regier	
	Dave Mackay
Daryl McLaughlin	
Christopher Olmstead	
	Charlene Jackson
	Hal Johnson

Moved by Terry Millar, Seconded by Chris Olmstead

2015-3201 "Be it resolved that the Corporate Services Committee of the Township of Whitewater Region agrees that the OCIF funding should be applied to the construction On Cast in Place on Hwy 17."

Carried by
Hal Johnson

2. **Recreation & Culture (1 resolution)**

Moved by Terry Millar, Seconded by Dave Mackay

2015-3202 "Be it resolved that the Recreation & Culture Committee of the Township of Whitewater Region directs the CAO to advertise for 2 Positions for the summer swim program, at a rate of \$15 for the Instructor and \$11.50 for the instructor assistant."

Carried by
Hal Johnson

10. By-Laws
1. 15-03-777 Rezoning Pt. Lot 2, Con E.F.B., Westmeath
 2. 15-03-778 Rezoning Pt. Lot 7, Con 12, Ross

Moved by Charlene Jackson, Seconded by Chris Olmstead

2015-3203 "Be it resolved that the Council of the Township of Whitewater Region approves that the following by-laws be introduced, read, dealt with, numbered, signed by the Mayor and Clerk and Sealed and recoded in the By-Law Book:

1. 15-03-777 Rezoning Pt. Lot 2, Con E.F.B., Westmeath
2. 15-03-778 Rezoning Pt. Lot 7, Con 12, Ross"

Carried by
Hal Johnson

RECESS at 7:59 p.m.

ALL MEMBERS PRESENT at 8:10 p.m.

11. Correspondence

1. Ottawa River Energy Solutions (ORES) Report from Bernie Tracey- info
Mr. Bernie Tracey was in attendance to answer any questions resulting from his report. Council was advised that the Treasurer and Environmental Services Manager were working on a report to return council which will present options for energy savings and seek council's direction at such time as the report is presented.

- 1a. Ottawa River Power Corporation (ORPC) Report from Mayor Johnson – info
Receive as information

2. Eganville Leader Article – Muskrat Watershed Council – info
Receive as information

3. White Water Sno-Goers Landowner & Volunteer Appreciation Dinner – info
Receive as information

4. MPP John Yakabuski fundraising dinner – invitation
Receive as information

5. Ontario Parks annual work schedule for Algonquin Park – info
Receive as information

6. Premier's Award for Agri-Food Innovation Excellence – info
Receive as information

7. 2015 Senior of the Year Award – deadline April 30
Discussion took place regarding the options for a senior in our community. It was decided that former Reeve Don Rathwell would be the Township's nomination for this year and staff was directed to put forth the nomination before the April 30, 2015 deadline.

Moved by Charlene Jackson, Cathy Regier

2015-3203 "Be it Resolved that the Council of the Township of Whitewater Region directs staff to submit a nomination for former Reeve Donald Rathwell for the Ontario Senior of the Year award."

Carried by
Hal Johnson

8. Warden Emon's dunk tank - info
Receive as information

Moved by Charlene Jackson, Seconded by Chris Olmstead

2015-3204 "Be it resolved that the Council of the Township of Whitewater Region received & files correspondence 1-8."

Carried by
Hal Johnson

12. New/Unfinished Business

1. Sewer Budget con't

As directed, Treasurer Marsha Hawthorne presented the changes requested at the Corporate Services Committee meeting of March 11, 2015. Staff was directed to find out what the \$120,000 debenture is and report back to council. Questions turned to what could be removed from the budget in order to make it balance. Councillor Jackson advised that we need to put the \$9,800 back into the budget.

Moved by Charlene Jackson, Seconded by Chris Olmstead

2015-3205 "Be it Resolved that the Council of the Township of Whitewater Region agrees to extend the meeting past the 9pm curfew until 10pm."

Carried by
Hal Johnson

Council discussed many options for reducing the sewer budget. Environmental Services Manager Hodson advised that he would like to proceed with monitoring for at least one more season. Discussions were tabled until the next council meeting in May. A final direction was made to remove the amount of \$7,500.00 as well as the \$1,500.00 in postage costs although, the postage cost will need to be included in the budget for 2016.

2. Prayer at Meetings, delivery of agenda, recorded vote process
(Notice of Motion from Councillor McLaughlin, March 4)
Mayor Johnson requested that Reeve Millar assume the role of Chair so that he could make a motion regarding the issue of prayer at meetings.

Moved by Hal Johnson, Seconded by Charlene Jackson

2015-3206 "Be it Resolved that the Council of the Township of Whitewater Region agrees that the Lords Prayer and a moment of silence will be rotated with other prayers at Council meetings."

Carried by
Terry Millar

Councillor McLaughlin was looking for an explanation as to why the agendas are now being delivered on Friday nights instead of Mondays. He was advised that Councillor Jackson requested the agendas be delivered on Friday so as to provide her with time to review them before our meetings on Wednesdays as the weekend and Monday are the only days she has to review. The implantation of the ICompass software was touched on and it is proposed that we look into getting the hardware in the 2015 budget year and obtain the software in 2016.

Councillor McLaughlin was looking for clarification on the procedure for a recorded vote. Mayor Johnson identified that he wants the Chair to always vote last and that will require an amendment to the procedural by-law.


3. Agenda topics for April 8th "In Service" Council/staff training session
Council and staff were looking for clarification regarding the "In Service" session that Mayor Johnson is requesting on April 8, 2015. Mayor Johnson advised that he is looking to have council and senior staff sit down and discuss team building. CAO FitzSimons requested information to compile an agenda for distribution. The meeting is scheduled for April 8, 2015 at 9:30 a.m.
 4. Staff Training and Development Policy
Tabled until Committee on April 1, 2015
 5. Councillor announcements
Councillor Mackay thanked council and staff for their sympathy cards.
13. Notice of Motions for future agendas
Mayor Johnson would like to have Sam Graham attend to receive a certificate of achievement from council on either of April 1st or April 15th, 2015. Staff will contact Mr. Graham to confirm his availability.
 14. Closed Meeting – none scheduled
 15. Confirmation By-Law 15-03-779
Moved by Charlene Jackson, Seconded by Chris Olmstead
2015-3207 "Be it resolved that Council of the Township of Whitewater Region approves that the following by-laws be introduced, read, dealt with, numbered, signed by the Mayor and Clerk and sealed and recorded in the By-Law Book:


1. **15-03-779 Confirmation By-Law"**

Carried by
Hal Johnson

16. **Adjournment**
Moved by Charlene Jackson, Seconded by Chris Olmstead
2015-3208 "Be it resolved that the Council of the Township of Whitewater Region adjourns the meeting of March 25, 2015 at 10:00 pm."

Carried by
Hal Johnson


CAO/Clerk Christine FitzSimons


Mayor Hal Johnson