



AGENDA

HUMAN RESOURCES, ADMINISTRATION & PUBLIC RELATIONS COMMITTEE

December 18, 2024, 9:00 a.m.

**Council Chambers
Municipal Office
7 Third Avenue
Whitney, Ontario**

And ZOOM Live Streamed to You Tube Channel: South Algonquin Council

1. Open Meeting/Call to order
2. Roll Call
3. Land Acknowledgement
We acknowledge that we are gathered on the unceded Traditional Territory of the Algonquin Anishinaabeg people, specifically the Matouweskarini (people of the Madawaska River). We further acknowledge that the Algonquin People have been stewards of this land since time immemorial and we strive to treat the land along with the flora and fauna it supports, the people, their customs and traditions, with honour and respect. Today, this area is home to people of all walks of life, and we acknowledge the shared opportunities and responsibilities to live, work and survive within this beautiful territory. Chi-miigwetch, All my relations
4. Additions/Amendments to the Agenda
5. Adoption of the Agenda
6. Disclosure of Pecuniary Interest or a General Nature Thereof
7. Petitions, Delegations and/or Presentations:
 - Brent Gotts, HDR Corp. Dylan Szydlowski, Ryan Herbrand, Heather Garbutt, Veronique Filion of MTO RE: Replacement of Madawaska River Bridge and Opeongo Bridge, Highway 60 Madawaska
8. Staff Reports:
 - Charlene Alexander, CEO/Head Librarian/Grant Writing
 - Library Report
 - Minutes of October 15, 2024 Board Meeting
 - Grant Writing Report
 - Steven Ronholm, Works Superintendent
 - Works Department Report
 - Aurel Thom, Fire Chief/CEMC
 - Monthly Fire/CEMC Report
9. Unfinished Business
10. New Business
 - Strategic Plan Report Card
11. Adjournment



DELEGATION REQUEST FORM

Schedule "A" Procedural By-law 20-622

TO BE A DELEGATION AT A REGULAR COUNCIL OR COMMITTEE MEETING you must complete this form, in its entirety and submit it to the office no later than 1:00 p.m. seven days prior to the meeting at which you wish to be heard. Council agendas are finalized the Thursday prior to the meetings. The CAO/Clerk-Treasurer reserves the right to designate the request to the appropriate meeting upon review of the completed form.

APPLICANT INFORMATION:

FIRST NAME: Brent LAST NAME: Gotts

TITLE/ORGANIZATION (if applicable): Ministry of Transportation / HDR Corporation

SPOKESPERSON(S): Presenter - Brent Gotts (HDR)
Attendees - Dylan Szydlowski (MTO), Ryan Herbrand (MTO), Heather Garbutt (MTO), Veronique Filion (MTO)

NUMBER OF PEOPLE EXPECTED TO BE IN ATTENDANCE: 5

MAILING ADDRESS:
HDR, 5035 South Service Road, Suite 400, Burlington, ON L7L 6M9

TELEPHONE NO.: _____ E-MAIL: _____

Has this subject matter been brought to council previously: yes no

Please describe the topic or subject matter you wish to address:
Please see attached Notice

If you are seeking a specific action or decision please explain:
For Council review and comment for the preferred plans for the replacement of the Highway 60 bridges at Madawaska Riiver and Opeongo

Is this a time sensitive issue: yes no

Do you have supporting documentation: yes no

If yes: Please ensure documentation is attached or has been forwarded to clerk@southalgonquin.ca with the application. Please provide a copy of materials used in your presentation, if any, to the Clerk. Materials provided prior to the meeting will be circulated to Council/Committee for their review before the meeting. Please be advised all materials including your name form part of the Public Record.

Signature: _____

Date: _____

Preliminary Design for the Replacement of Opeongo River Bridge & Madawaska River Bridge, Highway 60

GWP: 5197-10-00

Assignment: 5022-E-0008

Township of South Algonquin

**Human Resources / Administration / Public Relations
Committee Meeting**

December 18th, 2024

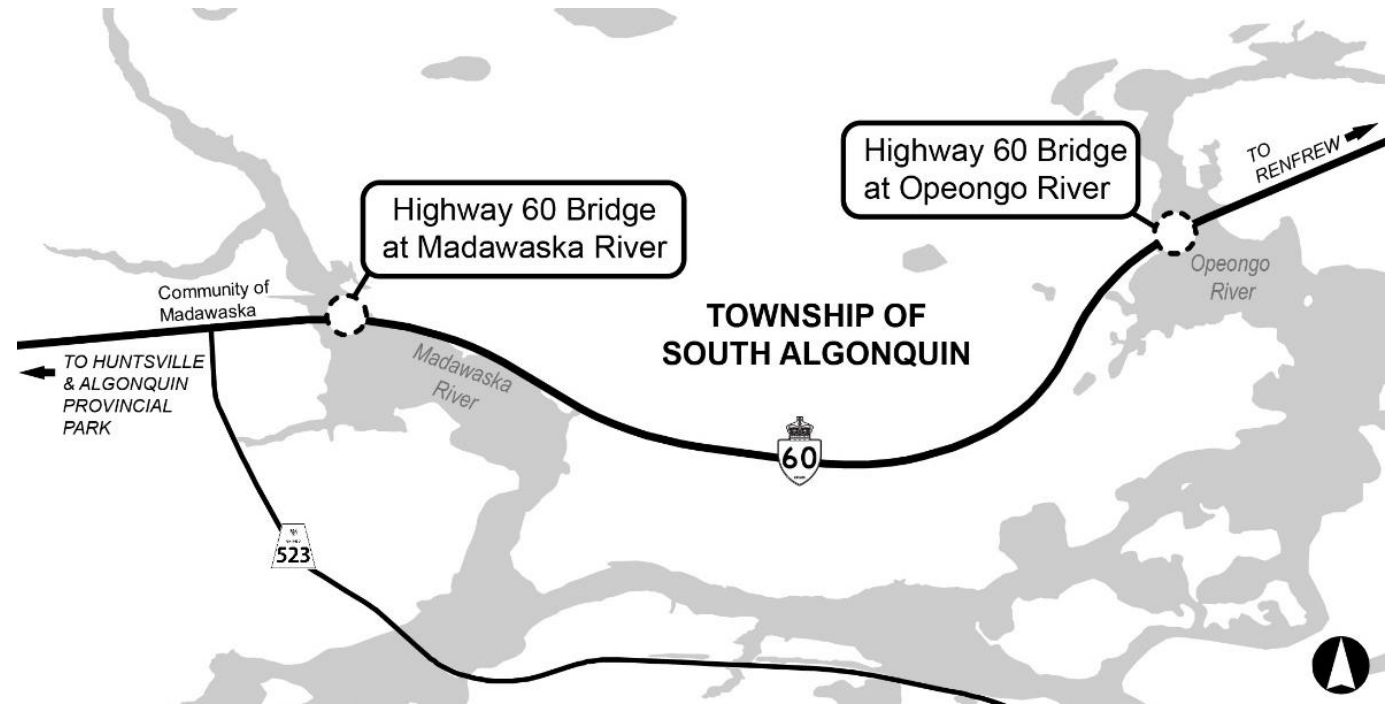




1. Study Overview
2. PIC Recap
 - a. Brief Description of Alternatives
 - b. Preferred Alternatives & Rationale
3. Key PIC Comments
4. Additional Details on North versus South Alignments (Madawaska)
5. Next Steps

Study Overview

- Preliminary Design and Class Environmental Assessment (Group ‘B’) Study for the replacement of the Highway 60 bridges at Madawaska River and Opeongo River.
- The bridges were constructed in 1942 and are nearing the end of their service lives and require replacement.
- A Public Information Centre was held November 13th, 2024, in Madawaska to present the evaluation of alternatives and technically preferred alternatives.



Madawaska River Bridge



Opeongo River Bridge

PIC Recap: Replacement Strategies Considered

6

The following replacement strategies for each bridge listed below were considered relative to the existing bridge:

- **1N/1S** – Replace on new alignment to the north or south
- **2N/2S** – Replace on existing alignment with temporary detour to the north or south
- **3N/3S** – Staged replacement with slight shift to the north or south
- **4N/4S** – Lateral slide from the north (with temporary detour)

For both the Madawaska River and Opeongo River Bridges, replacement or temporary bridge construction to the **north** was preferred because they had fewer impacts to existing businesses, fewer impacts to the watercourses, and lower construction costs.

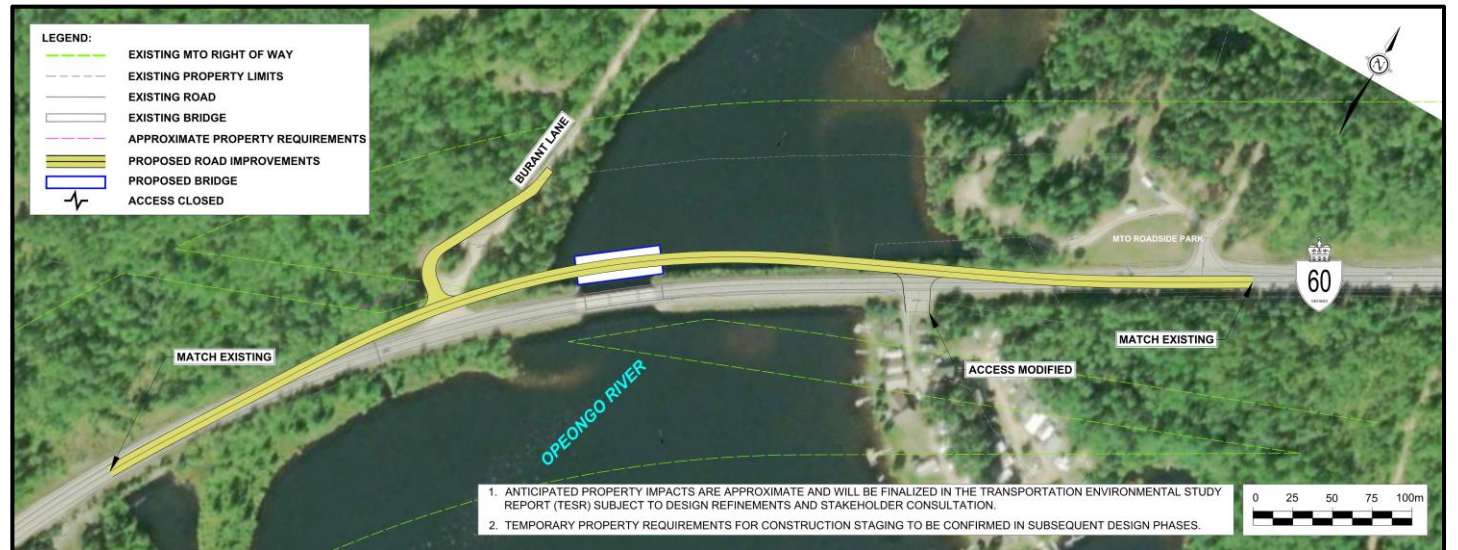
The north alternatives were carried forward for further evaluation.

PIC Recap: Technically Preferred Alternatives

Following the evaluation of the short-listed alternatives, Alternative 1N was selected as the Technically Preferred Alternative for both bridge sites.

Alternative 1N is preferred because:

- Least complex constructability and shortest construction duration
- Best traffic operations during construction, minimizing disruptions (2 lanes lanes of traffic will remain open during the majority of construction)
- Minimal impact on emergency response times and existing businesses
- Reduced construction noise and environmental impact
- Most flexibility for bridge types and span arrangements.
- Cost as low or lower than other alternatives



PIC Recap: Technically Preferred Alternatives



Key Features:

- Replacement of the existing bridges, to the north, with a new single-span bridge (e.g., tied arch)
- Improved navigational clearance
- Improved shoulder width (to better accommodate active transportation on the bridges)

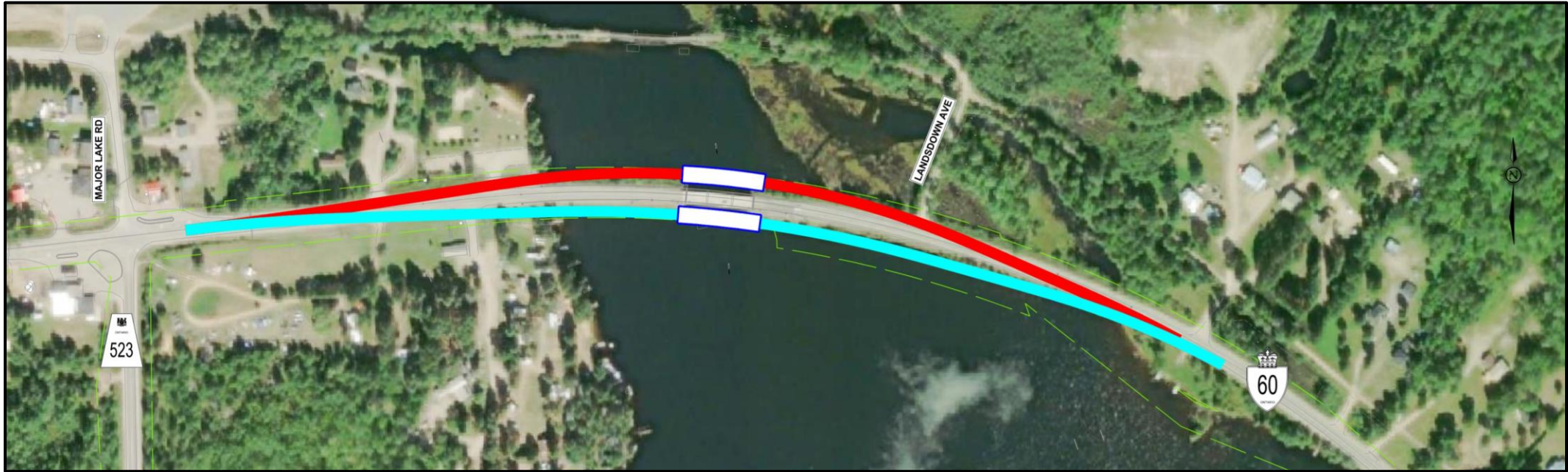
Madawaska

- Concerns over impacts to Madawaska Community Park
 - Preference for alternatives to the south
 - Concerns with impacts to parking during and after construction
 - Concerns with access / impact to the waterfront / boat launch
 - Suggestion to provide alternate access to the park from the north (via pedestrian bridge)

Opeongo

- Concerns over impacts to informal boat launch on the north-west side of Highway 60

Madawaska: Alternative 1N vs. 1S



Alternative 1N is preferred over 1S because:

- Shorter crossing of the river and smaller 'footprint' impacts to the watercourses associated with causeway widening
- Fewer impacts to existing business
- Avoids potential conflict with pre-1942 bridge; and
- Lower construction cost

Madawaska Community Park



- Construction Staging
 - The project team is considering a range of options for construction staging areas
 - Construction staging areas will be confirmed in detail design in consultation with the Township, property owners and other stakeholders (as appropriate)
- Parking Lot & Parking
 - Parking spaces will be reduced during construction
 - Post-construction, the reconfigured parking lot will have a similar capacity as the existing lot
- The project team is considering modifications to roadside grading and drainage to reduce potential impacts to the park.

Opeongo River & Informal Boat Launch



- The informal boat launch within the Ministry's right-of-way will be directly impacted by the proposed improvements
- There is no record of an encroachment permit for the boat launch on file with MTO
- Use or access of Ministry owned lands is subject to Ministry approval

Next Steps

- Ongoing consultation and engagement with the Township, Indigenous communities, businesses, property owners, EMS, the public, and other relevant agencies / stakeholders
- Preliminary design of the preferred design, including refinements as appropriate
- Filing a Transportation Environmental Study Report (TESR) – Spring 2025
- Detail Design and Construction – Timing subject to environmental approvals, permits and funding

Thank You



**Township of South Algonquin Public Library - Charlene Alexander
Report – November 2024**

Next regular library meeting will be on January 21st at 7 pm at the Madawaska branch and via zoom.

2025 Subscription Renewals Completed: Library Speakers Consortium

Evaluations: Staff and Library board members are completing self-evaluations that will be reviewed at the next meeting.

Inter Library Loans Program: On hold until Canada Post strike ends.

Ontario Parks Passes for 2025: Six commercial passes have been received at no charge.

Social media: We continue to grow our social media presence (Facebook, Instagram and Threads) and consistently post. Website is updated frequently.

Library Statistics September/October 2024				
	Whitney		Madawaska	
	October	November	October	November
Head Count	201	180	125	130
Circulation	522	487	88	93
Computer users	26	25	19	16
Inter Library Loans	16	3	0	0
New Members	0	1	0	0
Print/fax/copy	22	9	13	5
Reference/Reader's Advisory	63	69	20	0
Tech/media/software support	8	11	3	0
School/Daycare headcount	44	34	0	0
Program headcount	0	0	0	0
Non-members users	11	12	29	37
Over drive users combined	13	17		
Overdrive circulation	183	209		

Township of South Algonquin Public Library
Minutes of the Meeting Held
 October 15th, 2024, 7pm Madawaska Branch/Zoom

Attendees: Elaine Hare, Rose Jessup, Jeff Bowman, Vicki Forward, Sarah Ennor and Councillor Laurie Siydock. **Staff:** Cynthia Haskin **Regrets:** Charlene Alexander

Land Acknowledgement: Sarah Ennor

Call to Order: 7:04 pm

1. Motion # 2024-25

Moved by – Elaine Hare Seconded by – Jeff Bowman /To approve the agenda/Carried

2. Motion # 2024-26

Moved by – Sarah Ennor Seconded by – Jeff Bowman /To approve the minutes of September 17th, 2024 / Carried

3. Report of the Chair: none

4. Business Arising from the Minutes

4.1. Budget 2025:

Motion # 2024-27

Moved by – Elaine Hare Seconded by – Rose Jessup /To approve the 2025 draft budget/Carried

4.2. Canadian Museum of Nature: We have six family passes available.

4.3. OLS Virtual Conference: Charlene Alexander will attend on Wednesday, October 23. Cynthia Haskin will run the Whitney branch on this day.

4.4. ILL Migration from VDX platform to Resource Sharing for Groups (RS4G): staff continues training & set up. The new platform goes live on November 12th.

5. New Business:

5.1. Whitney Office computer: There were ongoing hard drive issues, which resulted in the computer being replaced by Valley Bytes on September 24th. On the 25th, I spent 3 hours organizing and rewiring the new computer. As of October 5th, my office computer is fully operational.

6. Reports

6.1. Finance: Bank Statements September

6.2. Librarian Reports:

6.3. Council Report: none

7. Governance

7.1. Governance Committee: Will meet to discuss review of Township policies. MOU – goal is to complete by the end of 2025.

7.2. Governance Training: All board members have completed the AODA training

7.3. Policy: Governance committee to meet to discuss review of Township policies. MOU – goal is to complete by the end of 2025.

8. Programming

8.1. School visits: two classes, biweekly **Daycare Visits:** occasional

8.2. Card Making with Brendia Drew: December 5th & 12th (1 adult/1 child).

8.3. Whitney Paint Afternoon with Kelsey Fuller: One Saturday Afternoon Adult Painting event in December.

8.4. Adam Shoalts: Fall 2025

9. Correspondence: none

10. Any Other Business: none

11. In-Camera/Our of Camera: none

12. Next Meeting: November 19th, 2024, 7pm Madawaska Branch/Zoom

13. Motion # 2024-28

Moved by – Elaine Hare Seconded by – Jeff Bowman /To adjourn 7:34pm Carried

Township of South Algonquin - Grant Writing Activity Report – Charlene Alexander

1. NOHFC Grant – Resurfacing the Lester Smith Rink

- **Status:** Under review
- **Submitted:** December 5th.
- Organization requested more supporting documents submitted: December 11th.
- **Expected Response:** 1 – 6 weeks from submission.

2. Fire Prevention Grant – Cancer Prevention Equipment

- **Status:** Successfully passed the first stage of the application process.
- **Notification Date:** September 10th.
- **Next Steps:** Awaiting information on the next steps in the application process.

3. Community Emergency Preparedness Grant

- **Project:** Installation of an automatic generator and two heating/cooling pumps to convert the Lester Smith building into an emergency shelter.
- **Application Due:** October 31st. **Application Submitted:** October 24th.
- **Expected Response:** February 2025

4. Community Futures Local Initiatives Grant

- **Status:** Approved November 29th
- **Approved Amount:** \$3500
- **Final Report Due:** January 25th.

The organization decided to combine the two applications into one contract. Items were purchased from Bracebridge Leon's, utilizing Blak Friday sales. Delivery expected within 2 weeks.

5. Summer Student Grant

- **Status:** Application deadline December 19, 2024
- **Submitted:** Nov 29th

6. Celebrate Canada

- **Status:** Application deadline November 21, 2024
- **Submitted:** November 19th



Committee Report for November 2024 Meeting – Public Works & Roads Department

Date: Wednesday December 18th, 2024

Submitted by: Steven Ronholm, Public Works Superintendent

1 - ROAD OPERATIONS:

- **GRADING UPDATE:**
 - **December 2024 Update** – Fall grading operations allowed for 2 full grades on all township roads as well as spot grading. Roads were in good condition prior to winter freezeup and now have a good frozen road base for plowing operations. Winter forecast looks to be more desirable this season than last with less freeze-thaw which will result in better road conditions and less potholes come spring time.
- **HARD-SURFACE REPAIRS:**
 - Potholes on Roads including Hay Creek, Major Lake & Nipissing Road were completed in the fall prior to winter freezeup. All other hard surface repairs are now pushed until Spring 2025.
- **WASHOUTS / BEAVER CONTROL:**
 - Backhoe was out in November 2024 to bust beaver dams and clear out culvert blockages along old 127, Madawaska Street, McKenzie Lake and Aylen Lake to drain out built up water areas due to beaver dams in preparation for Spring of 2025.
 - Beavers are no longer active.
- **2024 CULVERTS / DRAINAGE IMPROVEMENTS:**
 - The works department performed 30 HPDE Culvert Replacements in 2024 including locations on Hay Creek Road, Gaffney Road (Aylen Lake), North Mckenzie Lake Road, Henry Coghlan Road
 - Ditching Operations / Improvements in 2024 included areas on Hay Creek Road in Whitney, Madawaska Avenue in Whitney, North McKenzie Lake Road, Henry Coghlan, Dunne’s Road, Dave Bowers Road, Nipissing Road
- **2024 BRUSHING OPERATIONS:**
 - The Works Department self-performed approximately 10km of Brushing this season including the following locations:

- Moonlight Bay Road, North Ayleen Lake Road, Lyell Lake Boat Launch Road, Nipissing Road, Madawaska Avenue, Hay Creek, Dave Bowers Road, North McKenzie Lake Road, McKenzie Lake Road (Mainline).
 - Dexcon was subcontracted during the month of September 2024 to complete some brushing / road widening operations on North McKenzie Lake Road as part of the Capital Works “Road Drainage Improvements” Project. Production was on average 1.5-2km per day with their excavator & rotary style type brushing head.
 - Total length of road brushed this season is approximately 20km. Please note that the Township consists of 80km of unpaved roads and 40km of paved roads. If we can perform 20km of brushing annually this allows us to have a cycle life of 6 years for brushing each road within the Township Limits.
 - December 2024 - Walking Trail in Madawaska behind Ball Diamond was brushed in preparation for construction of the walking path in 2025
- **2024 RE-GRAVELLING PROGRAM:**
 - The works department self-performed placement of approximately 3000t (200 tandem loads) of Granular A in 2024 throughout various Township Roads:
 - Areas for the above granular placement include the following roads:
 - Nipissing Road, Airy Road, Hilltop Crescent, Dunne’s Road, Lyell Landfill Road, Hay Creek Road, Old 127, Gaffney Road, Burnt Depot Road, McKenzie Lake Road (Mainline), North McKenzie Lake Road
 - Placement of the 3000t of GA in 2024 means we hit our goal and forecasted capital budget usage out of the CCBF grant funding we receive annually

2 – LANDFILL OPERATIONS

- Household Waste Collection was taken to Airy Landfill in November 2024 and covered regularly as per requirements under our ECA. Household waste will start being dropped off to Lyell Landfill in December 2024.
- Regular site cleanup of C&D Material ongoing at both landfill sites
- Annual Shredding operations completed in Summer of 2024 and overall costs for shredding was slightly over budget (>\$500)
- November 2024 Update: Annual Capacity Surveys and grade checks for each landfill site was completed in November 2024 by JP2G Consultants
- Blue Box Municipal Report was submitted to RPRA (Resource Productivity and Recovery Authority) on October 15th, 2024. This report outlined the current collection strategies / logistics in the Township of South Algonquin which is step 1 requirement of the Province’s taking over the current recycling program as of January 2026. Report is currently under review by RPRA

3 – WINTER SAND / SALT UPDATE

- 2200t of Sand Supplied and installed in Sand Dome during summer of 2024
- Sand Usage upto December 10th, 2024 – Approximately 250t (16 Tandem Loads)

4 – 2024 CAPITAL PROJECTS UPDATE

- **PROTECTION SERVICES - CAPITAL PROJECTS**

1. **DE-ICING HEATLINE:** Completed in October 2024
2. **RE-PAINTING OF FIREHALL DOORS IN WHITNEY** – Work complete in July 2024 by “Pro-Painters” out of Muskoka and was finished in July 2024 under budget.

- **TRANSPORTATION SERVICES – CAPITAL PROJECTS**

1. **HAY CREEK ROAD RECONSTRUCTION PROJECT**

- **October 2024 Update** – All drainage improvements on Hay Creek Road completed in Summer of 2024
- **Next steps:** Tender to be drafted & issued this winter for the resurfacing of Hay Creek Road to occur in early Spring or early Summer of 2025.

2. **MAJOR LAKE ROAD – PULVERIZING**

- Pulverized sections of road held up very nicely throughout this season
- Continued Consultation with Ontario Parks for a path forward for addressing the deteriorated Major Lake Bridge deck surface. Meeting Held with Ontario Parks & AFA on Wednesday December 11th, 2024

3. **8X20FT SEACAN CONTAINERS FOR YARD** – Completed (on budget)

4. **2ND WINTER SANDBOX FOR WHITNEY** – Completed in June 2024 (under budget)

5. **ENGINEERING HAY CREEK ROAD** – Completed (under budget)

6. **ROAD RE-GRAVELLING PROJECT** – Completed

- Approximately 3000t (200 tandem loads) of GA has been placed in the 2024 calendar year which was placed on various locations within the township including Airy Road (Whitney), Hilltop Road (Whitney), Henry Coghlan (Mckenzie Lake), Moonlight Bay (Aylen Lake), Pringles Road (Aylen Lake), Old 127, Lyell Landfill Road, Dunne’s Road, Gaffney Road & Mckenzie Lake Mainline Road & North McKenzie Lake Road

7. **ROAD DRAINAGE IMPROVEMENTS PROJECT** – Completed.

8. **REPLACEMENT OF FAILED RETRO-REFLECTIVITY SIGNAGE** – Failed retro-reflectivity signage on Aylen Lake Road was replaced on Tuesday December 10th, 2024.

- **ENVIRONMENTAL SERVICES – CAPITAL PROJECTS**

1. **LANDFILL PRIVIES** – Completed (Under Budget)
2. **REPLACEMENT WASTE RECEPTACLES FOR PARKS** – Completed.

- **HEALTH SERVICES – CAPITAL PROJECTS**

1. **RE-SHINGLING OF MEDICAL CENTER ROOF** – Completed (under budget)
2. **UV SYSTEM UPGRADE AT MEDICAL CENTER** – Completed (under budget)

- **RECREATION & CULTURAL SERVICES – CAPITAL PROJECTS**

1. **Gazebo in Whitney** – New Gazebo Completed in November 2024. Project was self performed under forecasted budget.
2. **Playground Equipment in Whitney** – Have not received grant from Hydro One
3. **Dock Replacements** – Completed
4. **Parking Lot Improvements at Aylene Lake Boat Launch** – Completed

5 BI-ANNUAL OSIM INSPECTIONS

- Next OSIM'S report's required in 2025

6 SIGN RETRO-REFLECTIVITY INSPECTIONS

- **2023 Sign Inspections**: Completed in September 2023
- **2024 Sign Inspections**: Booked to occur week of October 15th, 2024
- **December 2024 Update** – Failed Retro-reflectivity signage on Aylene Lake was replaced on Tuesday December 10th, 2024. Cost of replacement signage was covered under warranty by Beaconlite.

7 RECREATION UPDATE

- **PLAYGROUND INSPECTION REPORTS**
 - i. 2024 Annual Inspections were completed by Adam Ziebarth
 - ii. Compacted soil at all playgrounds were tilled in April 2024 & again in September of 2024
- **Parks Update** – Parks closed down for the season.
- **Docks** – Docks all removed for the season.
- **Outdoor Privies** – Privies have been closed for the season.
- **Grass** – Pushed to Spring of 2025.
- **Rinks** – Annual maintenance on snowblowers & Zamboni completed in November 2024 in preparation for use at the rinks this season. Attendant positions for both Whitney and Madawaska Rinks have been filled and Ice will be made when weather permits. Opening Dates currently dependent on weather.

8 EQUIPMENT MAINTENANCE / NOTES

- Tandem #7
 - i. December 2024 - Fuel sending unit replaced in November 2024 by Leveque Brothers.
 - ii. December 2024 - Annual E-Test completed at Leveques Brothers in preparation for license renewals due by the end of December 2024.
 - iii. December 2024 – Loss of power issue occurred recently during plowing operations. GEOTAB detected the below Diagnostic faults:

<input type="checkbox"/> Asset	Fault code	Fault	Severity	↓
<input type="checkbox"/> 7 Diesel, Vehicle	102	Boost pressure	Unknown	⋮
<input type="checkbox"/> 7 Diesel, Vehicle	102	Engine intake manifold #1 pressure	Unknown	⋮
<input type="checkbox"/> 7 Diesel, Vehicle	103	Engine turbocharger 1 speed	Unknown	⋮
<input type="checkbox"/> 7 Diesel, Vehicle	103	Turbocharger #1 speed	Unknown	⋮

iv. Truck taken down to Winslows on Tuesday December 10th for repair

- Tandem #27
 - i. December 2024 - No new issues to note mechanically. Truck working fine.
- Tandem #33
 - i. December 2024 - No new issues to note mechanically. Truck working fine.
- F-150 Pickup (#29)
 - i. December 2024 – No new issues to note.
- F-150 Pickup (#30)
 - i. December 2024 – No new issues to note.
- F-250 Pickup (#37)
 - i. December 2024 – Annual Safety completed on November 25th, 2024. Truck required new tires for the winter.
 - ii. December 2024 – No new issues to note.
- F-550 Pickup (#34)
 - i. December 2024 – Annual Safety completed on November 25th, 2024. Truck required new tires for the winter.
 - ii. December 2024 – Truck “Check Engine Light” & power loss issue encountered on December 9th, 2024 while plowing. Truck has been booked to go to Murphy Ford in Pembroke on Tuesday December 17th to determine the cause of the issue.
- Garbage Compactor
 - i. December 2024 – Routine Oil Change & break adjustment both completed on Monday December 9th. Truck E-Test completed by Leveques Brothers in November 2024 in preparation for license renewals in December 2024. No other new issues to note.
- Float Trailer
 - i. November 2024 – Annual safety occurred in November 2024. Float required new bearings, bushings as part of the safety.
- Utility Trailer
 - i. December 2024 – No new issues to note. Decking Planks to be changed this winter.
- Grader
 - i. December 2024 – Wing installed during November 2024 in preparation for plowing this winter. Please note that a manifold repair will be required this winter on the grader. This will be booked to be repaired by Murray Brothers sometime this winter.

- Annual Safeties on Vehicles - Update
 - i. The Ontario Ministry of Transportation (MTO) currently transitioned to a new vehicle safety inspection program called "DriveON", which replaces the old Motor Vehicle Inspection Station (MVIS) system with a digital platform, meaning inspections are conducted and documented electronically through tablets, eliminating paper-based certificates and streamlining the process for both inspectors and vehicle owners; this change also integrates emissions testing with safety inspections for commercial vehicles.

Key points about the MTO vehicle safety inspection changes:

Digital platform:

The DriveON program utilizes a dedicated tablet to collect inspection data and automatically upload it to the system, making results readily available for licensing and enforcement purposes.

No more paper certificates:

Inspection stations will no longer need to purchase paper-based inspection certificates.

Combined safety and emissions testing:

For commercial vehicles, particularly heavy-duty diesel trucks, the new system will combine safety inspections with emissions testing in one process.

- ii. Please note that the new system results in increased costs to have the annual safety inspections completed.

9 UPCOMING TENDERS / QUOTATIONS / FINANCIAL SUMMARY / GRANTS

- Upcoming Tenders – Hay Creek Road Resurfacing Project. Tender to be drafted and issued this winter in preparation for next Spring.
- 2025 Annual budget – Preliminary Transportation, environmental, recreation, facilities budget line items completed in October 2024 and submitted to Jen for compiling into overall budget
- 2024 Budget to Date - Overall budgets spent to date upto the end of November 2024 in the transportation & environmental services for 2024 are under the expected amount for this point in the season and are currently on target to result in a small surplus by the end of the season.
- NOHFC Grant – Charlene completed grant application for resurfacing of outdoor rink in Whitney.
- AODA Grants – Charlene currently working on applying grants to assist with meeting AODO requirements by the end of 2025. The Ontario Trillium Foundation (OTF) grant is a potential grant Charlene is working on which provides capital grants to help improve access to community programs and spaces.

10 SAFETY UPDATE:

- Incidents
 - i. No new incidents to report in November 2024
 - Annual inspections completed on all Township fire extinguishers in June 2024 by Dion
 - Bi-annual inspection of range hood at M&L Hall completed in June 2024 by Dion and next inspection is due in December 2024 and has been scheduled with Dion for Friday December 13th, 2024.
 - Employee Training
 - i. Future Courses: Working at Heights, Traffic Control Refresher Course this winter. 1st Aid & CPR Course for fire department being held tentatively on January 26th, 2025. Some works department employees will join this training session in collaboration with fire department.
 - ii. Steamer will be fired up in December 2024 to ensure working properly prior to upcoming winter season.
 - Additional concrete blocks were acquired in October 2024 and installed around the propane tanks & fuel tank outside the WFD in order to meet TSSA Requirements for barricades.
 - PPE Inventory – Additional gloves, safety glasses and other PPE ordered and delivered to the yard in October 2024
 - Monthly JHSC Meetings – Ongoing. Steven Ronholm (management rep), Adam Ziebarth (worker rep), Tom Florent (worker rep) all present for monthly meetings.
 - No major action items to be addressed as a result of the meeting
-
- **Other New Business**
 - No new business to note.



MONTHLY FIRE REPORT TO COUNCIL

Reporting Date: Nov. / Dec. 2024

Training / Courses

- Whitney Practices – Nov. 19th, Dec. 3rd
- Madawaska Practices – Nov. 26th, Dec. 10th

Calls / Responses

- No calls to report

Complaints / Concerns

- Nov. 30th – At approximately 17:50 hrs., a firefighter drove by the Whitney hall and the middle garage door was open. He called DC Siydock and went in to check the building, everything was OK, was cold inside so it must have been open for awhile. The paramedics were asked if they seen or heard anything, they never. The garage doors are not connected to the alarm system, I believe they should be for this reason. We are thinking someone with a garage door opener may have the same signal and it triggered the door to open!

Upcoming Events

- Dec. 11th – Fire Drill at the Whitney school, was first scheduled for the 10th. The buses were cancelled so no point running a drill! Going to look over their emergency plan as well.
- Dec. 15th – Parade in Whitney, Fire Department will be putting in the trucks.

Correspondence / Other

- Nov. 25th – Verified with MNRF any calls we had related to Wild Land fires. Only two to report, one on Drizzle Lake which was a Crown protection area. The other on Victoria Lake Road, also a Crown area that we extinguished.
- Dec. 2nd, Madawaska tanker went for safety – 3,4,5th, three trucks were also in for annual safety inspections. A few small things had to be repaired!



- Dec. 4th – Renfrew County Fire Chiefs Association quarterly meeting, because of the weather they sent a zoom link. Nothing new to report on, updates from Ontario Fire Marshall, links to information on their website.
- Dec. 12th – Annual RCFCA Christmas dinner, they have invited Retired Chief Collins and Sandra. They will be presenting him with a retirement plaque.

EMERGENCY MANAGEMENT

- Dec. 1st – Major storm came through, areas around received more snow than us. Several communities declared an emergency. The following days EMO conducted daily zoom meetings to provide updates on the clean up and recovery.
- Dec. 12th – Emergency Management annual table top exercise.

The image features three clear glass chess pieces on a reflective surface. In the center is a king piece with a cross-shaped top. To its left is a queen piece with a spherical top. To its right is a pawn piece with a rounded top. The pieces are arranged in a line, and their reflections are visible on the surface below them. The background is a soft, out-of-focus light blue and white.

Strategic Plan

Planning for Success (2023-2027)

Key Priority: Asset Management

Strategic Goal:

To reduce the infrastructure funding deficit and expand the use of effective strategies and innovative tools to manage long-term infrastructure needs.

Ref.#	Action	Priority	Lead	Status
AM-1	Repair Paved Surfaces	P1	PWS	S
AM-2	Implement Drainage Improvements	P2	PWS	S
AM-3	Implement a Rolling Re-gravel Program	P2	PWS	S
AM-4	Replace the 1996 Whitney Pumper	P3	FC	NS
AM-5	Replace the 1998 Madawaska Mini-Pumper	P3	FC	NS
AM-6	Renovate the Whitney Fire Hall (washrooms/shower facilities)	P3	FC	NS

Chief Administrative Officer (CAO), Fire Chief (FC), Deputy Treasurer (DT), Deputy CAO (DC), Public Works Superintendent (PWS)

Started (S), Not Started (NS), Completed (C), Delayed (D)

Key Priority: Master Planning**Strategic Goal:**

To identify long-term goals through consultation and analysis. To develop a sustainable planned approach to goal achievement.

Ref.#	Action	Priority	Lead	Status
MP-1	Finalize the Update to the Comprehensive Zoning By-law	P1	DC	D
MP-2	Continue Regular Long-term Monitoring and Planning of Landfill Sites (for Expansion and Closure)	P1	PWS	S
MP-3	Adopt a Vehicles and Equipment Replacement Plan	P1	PWS	S
MP-4	Form Strategic Partnerships with Algonquin Park, Business Community, Algonquins, Mills, Local Schools, etc. to Realize Mutual Goals	P1	CAO	S
MP-5	Track Service Requests –Leverage Data to Improve Service Delivery	P1	CAO	NS
MP-6	Report Annually on Master Plans and Strategies (monitoring)	P1	CAO	S
MP-7	Develop a Strategy to Increase High-speed Internet and Improve Cell Coverage	P1	CAO	S

Chief Administrative Officer (CAO), Fire Chief (FC), Deputy Treasurer (DT), Deputy CAO (DC), Public Works Superintendant (PWS)

Started (S), Not Started (NS), Completed (C), Delayed (D)

Key Priority: Human Resources**Strategic Goal:**

To take the best care of employees and ensure the best fit between employees and jobs while avoiding manpower shortages or surpluses.

Ref.#	Action	Priority	Lead	Status
HR-1	Implement a Professional Development Program for Council and Staff	P1	CAO	NS
HR-2	Develop a Recruitment Strategy to Attract Young Fire Fighters	P1	FC	NS
HR-3	Implement a Succession Plan Strategy	P1	CAO	S
HR-4	Undertake an Organizational Review informed by a Service Delivery Review	P2	CAO	D

Chief Administrative Officer (CAO), Fire Chief (FC), Deputy Treasurer (DT), Deputy CAO (DC), Public Works Superintendant (PWS)

Started (S), Not Started (NS), Completed (C), Delayed (D)

Key Priority: Finance
Strategic Goal:
To develop strategies to achieve long-term financial sustainability as we deliver high- quality core services.

Ref.#	Action	Priority	Lead	Status
F-1	Integrate an Asset Management Financial Plan with the Annual Budget	P1	CAO/DT	S
F-2	Implement a 10-year Long-Range Capital Forecast (Harmonized with other master plans)	P1	CAO/DT	NS
F-3	Adopt a Strategy to Increase Reserves(Pay-As-You-Go)	P1	CAO/DT	NS
F-4	Adopt a Budget Approval Timeline to Approve the Budget by February	P1	DT	C
F-5	Adopt a Grant Monitoring and Acquisition Strategy Policy	P1	CAO/DC	S

Chief Administrative Officer (CAO), Fire Chief (FC), Deputy Treasurer (DT), Deputy CAO (DC), Public Works Superintendant (PWS)
Started (S), Not Started (NS), Completed (C), Delayed (D)

Key Priority : Service Delivery
Strategic Goal:
To implement strategies, policies and programs designed to enhance the delivery of core Township services

Ref.#	Action	Priority	Lead	Status
SD-1	Conduct a Service Delivery Review to Ensure Core Services are Delivered Efficiently as well as Inform an Org Review (so we are properly resourced)	P1	CAO	D
SD-2	Develop an Internal and External Communication Strategy (in conjunction with a “Roadmap to Services”)	P1	CAO/DC	C
SD-3	Develop a “Roadmap to Services” to Clearly Communicate How Residents Can Access Services (in conjunction with Communication Strategy)	P1	CAO/DC	NS
SD-4	Conduct a Pilot Program to Test the Efficiency of a “Committee of the Whole” Governance Model	P2	CAO/DC	NS
SD-5	Review the Establishing and Regulating By-law	P2	FC	C
SD-6	Investigate and Pursue the Recycling Transition -Resource Recovery and Circular Economy Act, 2016	P2	PWS	S
SD-7	Consider Options for Garbage Collection Service Levels	P2	PWS	S
SD-8	Consult with Recreation Committees to Coordinate Services and Consider Ways to Offer More Township Support	P3	CAO/DC	NS
SD-9	Investigate Opportunities to Increase Capacity of Boat Launches	P3	CAO/DC	NS

Chief Administrative Officer (CAO), Fire Chief (FC), Deputy Treasurer (DT), Deputy CAO (DC), Public Works Superintendant (PWS)
Started (S), Not Started (NS), Completed (C), Delayed (D)
