

# **ANNUAL MUNICIPAL REPORT | 2015**

**Township of Leeds and the Thousand Islands**

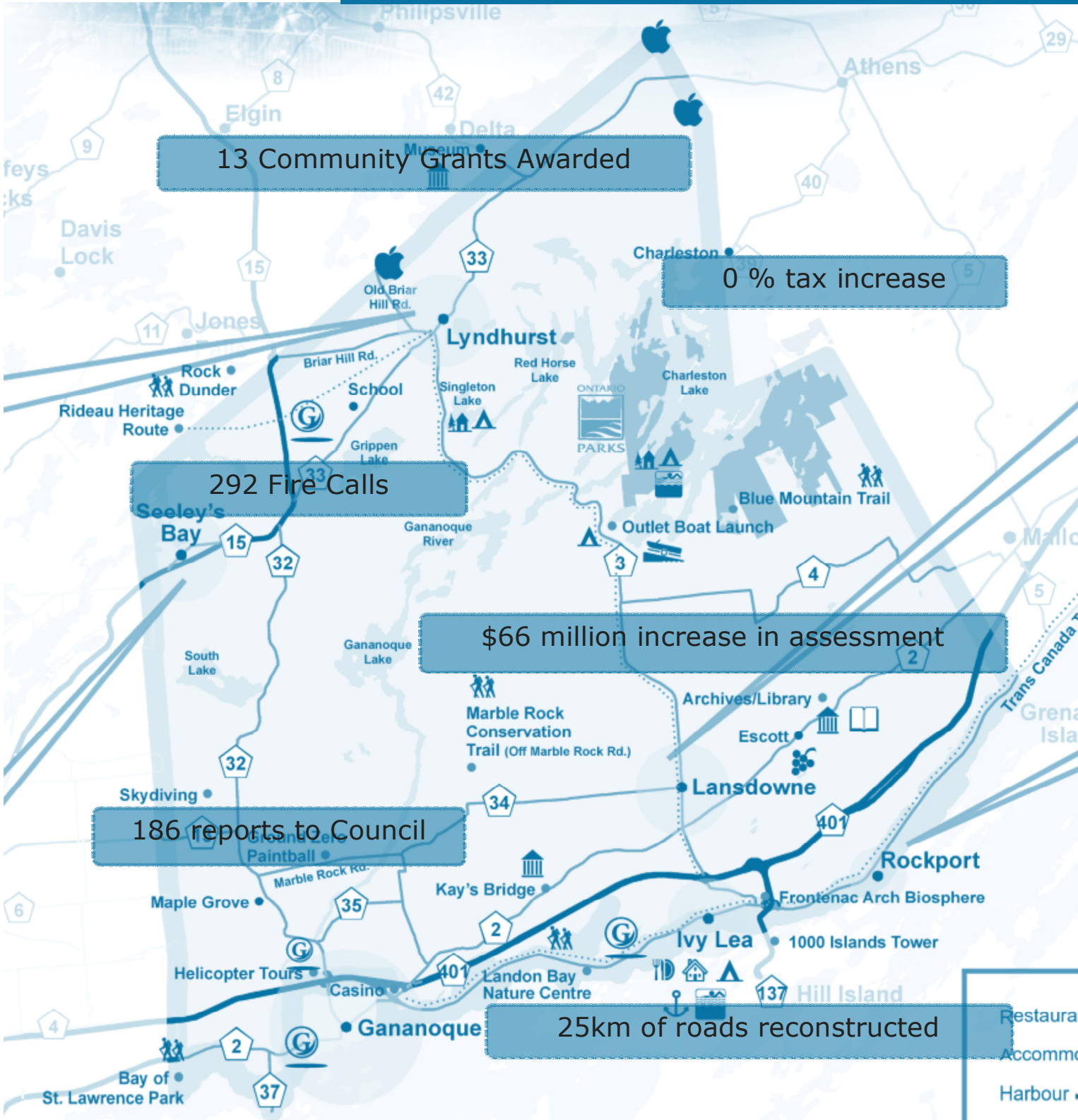


John Truyens

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# Moving Forward Together



# Message from the Mayor and CAO

While we are home to approximately 9,300 permanent residents, we welcome thousands of seasonal residents and tens of thousands of visitors to our region every year. The Township offers its citizens a great lifestyle; with the perfect balance of the natural environment and cultural arts, services, outdoor activities and contemporary living.

Residents and visitors alike enjoy the Township's spectacular beauty, from the Frontenac Arch Biosphere, a connection of the Canadian Shield boreal forest to the forests of the Adirondack and Appalachian Mountains, to the Rideau Canal and Heritage Route to the north and east and, the many lakes, rivers and scenic vistas in between.

The year has been a very active for our Township. The development of the first community lead Strategic Plan saw unprecedented public involvement. Whether in committee settings, public meetings or electronic input, our citizens welcomed the opportunity to add their views to this important initiative. The videotaping of meetings was imperative in allowing residents to view meetings in real time or allow them to view them at their leisure.

The initiation of a number of Master Plans, including the Facilities Plan, the Fire Master Plan, Parks Master Plan and the Library Strategic Plan, will inform multi-year future asset requirements and capital financial planning. The maintenance and road rebuilding continued in a proactive way as did a number of proactive planning approvals, which added new opportunities to the Townships commercial land availability such as the lands at Highway 2 and the 401.

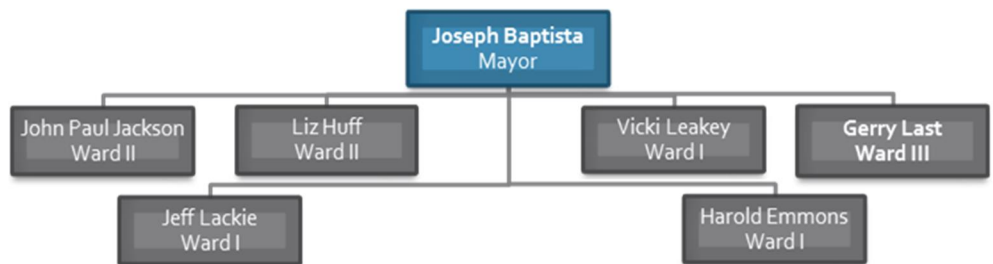
On behalf of the Township's elected Council and staff, we are extremely proud of the work we have accomplished this year and of our employees' dedication, professionalism and efforts in providing quality programs and efficient services to you, our residents and the many visitors who join us each year.

Joe Baptista  
Mayor

Milena Avramovic  
Chief Administrative Officer



# 2014–2018 Municipal Council



# Enhancing Communications

## HEARD IT ON THE RADIO

The Township continued with its radio presence on myFM 99.9. The daily Township time slot allows residents another outlet to hear the Township community events, news, and notices. The Township minute content is also shared on the Township website.



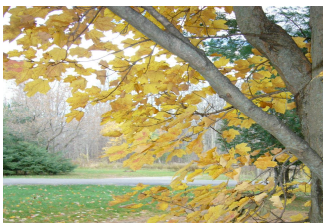
## CIVIC WEB

The Township upgraded the Civic Web portal which is used as the main site for agendas, minutes, and reports for all meetings held by the Township. The streamlined site allows staff, Council, and residents to easily navigate and find the information they require.



## VIDEOTAPING

All Council and Committee of the Whole meetings are livestreamed over the internet and videotaped for viewing at a later date. This allows residents to view the debate and discussion in detail. The meetings are indexed by topic or staff report, and the associated correspondence are accessible through the same link on the website. The livestreamed videos were viewed 1,372 times just within the 6 months they were available!



## EMAIL PUBLICATION

In an effort to increase transparency, all emails that contain a quorum of Council and are germane to the business of Council are now published by the Township for residents to read.



## FACEBOOK

Facebook continues to be a major communication outlet for the Township. Many residents and groups share the posts and news items. The likes on the Township page have almost doubled in a year from 361 to 694. In 2015, Tidbit Tuesday and Throwback Thursday posts were new additions to the Facebook feeds.



## TWITTER

A consolidation of twitter accounts was completed in 2015 to one main twitter account @1000island.net. The Township has over 190 followers.



## WEBSITE

The Township website was identified as a main communication priority in 2015. eSolutions was hired to redesign the website for completion in Spring 2016.

# Strategic Vision



## **VISION**

Leeds and the Thousand Islands is situated in a very unique and special part of the world. Blessed with natural environmental assets, a rich and well documented history, as well as a desire to remain a very special place, this close knit, friendly, and united community is working together to ensure the Township will continue be the rural community that is valued for its:

- Richness in natural beauty;
- Respect for the historical and heritage significance of the region; and,
- Friendliness and welcoming nature of the people living in the community.

# Community Strategic Plan

## 2015-2019 ACTIONS

### SUSTAINING THE NATURAL ENVIRONMENT

- Accessing the natural environment
- Protecting the natural environment
- Private on-site septic management
- Solid waste management
- Advocating for the environment

### SUSTAINABLE COMMUNITY DEVELOPMENT

- Creating a culture of customer service
- Enhancing the Township's built environment
- Partnership development
- Continuing to build community pride
- Advocating for the community

### CREATING A MORE SUSTAINABLE ECONOMY

- Assessing investment readiness
- Preparing for investment
- Strategizing for the future
- Implementing actions

## PLAN

The main objective of the action plan is very straight forward — to continue building off of the enviable quality of life experienced in the Township, to create a more cohesive, diverse and connected community. A community where its residents not only enjoy interacting with each other through their unique surroundings, but also are able to enjoy the benefits of focused and centralized community amenities and services as well as a flourishing local economy that supports the needs of its residents. Moving forward, it is paramount that the Township balance their efforts while protecting their natural environment with their strategic efforts aimed at supporting development and the local economy.

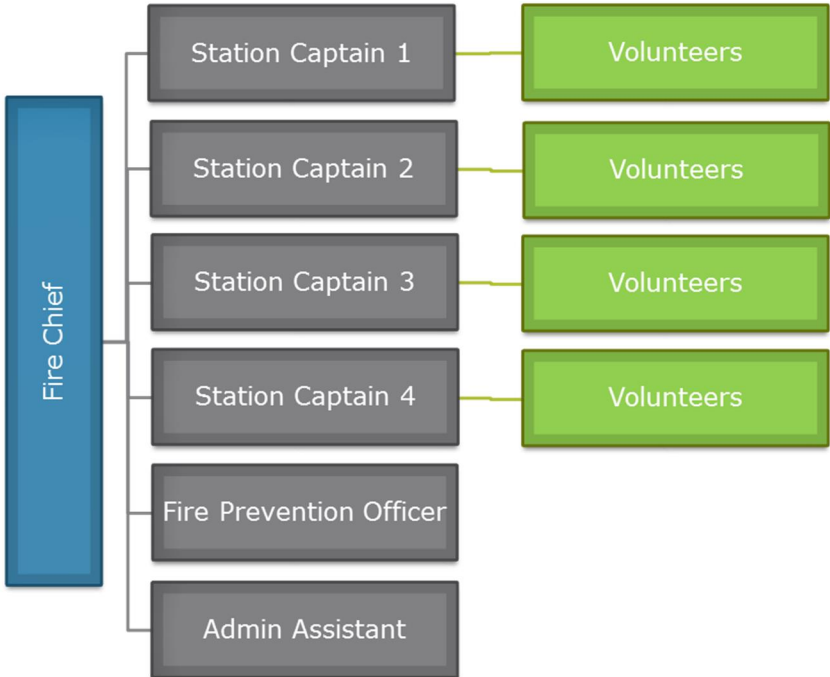


# Fire Services Department Overview



### FIRE STATIONS

- Station #1—Lansdowne
- Station #2—Seeley's Bay
- Station #3—County Road 32
- Station #4—Lyndhurst



# Fire Services Department Achievements

## ACCREDITATION

The superior tanker shuttle accreditation was successfully completed in 2015. The test indicates the Fire Department is able to effectively transport water to fire incident scenes throughout the community. The accreditation is required every five years to meet the commercial and residential rating for insurance purposes.



## EMERGENCY PREPAREDNESS

Kimberley Almeida was appointed the Community Emergency Management Coordinator (CEMC) in 2015. The emergency plan was updated and adopted by Council in the summer. The Township completed a table top exercise and training on the emergency plan.



## RETIREMENT

Long time administrative assistant Arlene Slack retired from the fire services department in the Spring of 2015. Cindy Massey was hired to fill the vacancy. The administrative assistant provides support to all four fire stations and the training centre located in Lyndhurst.



## FIRE RESPONSE

- 40 Fires
- 73 Medical Aid
- 60 Motor Vehicle Collisions
- 70 Other Calls
- 42 Cancelled on Route



## MUTAL AND AUTOMATIC AID

The Fire Services Department in the Township continues to have strong partnerships with neighbouring municipalities through mutual or automatic aid agreements with the Town of Gananoque, Front of Yonge, and the City of Kingston.



## FIRE PREVENTION

Inspections were a focus this year with 39 complete, double from the previous year. Open burning permits were up from 2 issued in 2014 to 22 in the current year. This was due to education of the requirements for the permits.

# Library Services Overview & Achievements

## 2015 HIGHLIGHTS

- Library reaccreditation
- Library Strategic Plan
- Recreation Library
- Fire Safety Plan
- New Library Webpage
- Cyber Saturdays
- Board Orientation
- March Break program
- New green screen
- New ebooks and videos
- Interactive children table
- Increased wi-fi access
- Presentation at the Toronto Library conference on success of the recreation library

## LIBRARY BRANCHES

Escott  
Lansdowne  
Lyndhurst  
Seeley's Bay



## BRANCH NEWS

**Escott**—Tuesday programs were a success in 2015. Reconfiguration of the branch was done to increase space for adult programming.

**Lansdowne**—Additional programming such as Popcorn and Pjs has proven to be very popular with families, as well as the additions of new technology like the iMac.

**Lyndhurst**—Treats and coffee in the winter brought families to the branch to enjoy the food and the amenities of the library.

**Seeley`s Bay**—A new gaming system was added at the branch, as well as new touch screens in the adult and children areas.

# Community Grants Program

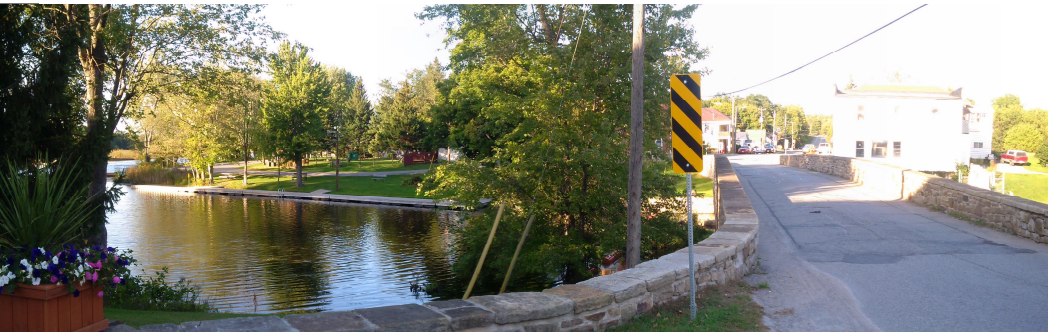
## STORAGE

The Gananoque Humane Society was given a grant for a shipping container to house their donated clothing for their annual sale. Thousand Islands Ground Search and Rescue was given \$7,000 toward the purchase of a mobile education trailer.



## EQUIPMENT NEEDS

Lyndhurst Turkey Fair was awarded funds to purchase tables. In addition, the Gananoque Kiichi-Sai Martial Arts club requested funding for floor mats as well as a storage rack for their expanding program.



## PARTNERSHIP FOR SENIORS AND YOUTH

The Township funded expanded programming for Girls Inc. for their March Break and Summer programs called Operation SMART which develops girls enthusiasm for and skills in science, technology, engineering and mathematics. The Volunteer Centre of St. Lawrence was also granted monies to extend their volunteer income tax program to seniors, low income individuals and families, single parents, disabled individuals, students, and shut-ins.

## CONTINUED SUPPORT FOR HEALTH

Through a partnership agreement with the Seeley's Bay Medical Centre and the Seeley's Bay Athletic Club, an application was submitted for a flooring renovation project. \$12,000 was contributed toward the project.



## COMMUNICATION

TLTI funded installation of a new sign for the Lansdowne Farmer's Market. Lansdowne Association for Rejuvenation was also granted \$7,000 for the redesign of their website.



## TRAILS EXPANSION

The Thousand Islands ATV Club put forth a grant application for additional critical replacement tools, equipment and safety gear for the expansion of the atv trails throughout the Township. \$6,000 was contributed toward the project.



## COMMUNITY FESTIVALS

TLTI contributed \$10,000 toward the "Feast of Fields" the Thousand Islands & Gananoque Harvest Festival. The Town of Gananoque also matched this funding.

# Planning & Development Department Overview



## APPROVED POLICIES

- Delegation By-Law
- Heritage Incentive
- Social Media Policy



# Planning & Development Department Achievements

## BY-LAW ENFORCEMENT

In the Fall of 2015 Council voted to bring the by-law enforcement services of the Township in-house and hire a part time by-law officer. Shelley Sampson was hired to fill this position with her role beginning in January 2016.



## COUNTY OFFICIAL PLAN

The Township was a member of the County Official Plan Steering Committee and provided comments to the County on resident's and Council's feedback on the plan.



## HERITAGE INCENTIVES

Council endorsed the Heritage Conservation and Celebration Grant program. The purpose of this grant program is to assist in the conservation of heritage properties in the Township. The grant provides 50% funding to successful applicants to a maximum of \$2,500 to be used to restore or maintain the heritage value of the property.



## UPZONING OF LANDS

Early in 2015 Council approved the rezoning of lands around the casino property to accommodate an increase number of permitted commercial uses such as a major tourism attraction, retail store, conference centre, restaurant, or museum.



## BUILDING PERMITS

- 16 Residential
- 34 Decks
- 24 Detached Garages
- 40 Renovations & Repairs
- 19 Demolition
- 24 Additions
- 34 Accessory Buildings
- 24 Indoor Solid Fuel Device
- 80 Other Permits



## PLANNING APPLICATIONS

- 34 Minor Variances
- 14 Site Plan
- 22 Consent
- 12 New Lots
- 11 Zoning Amendments
- 4 Development Agreements
- 2 Road Closure Agreements



## BYLAW CALLS

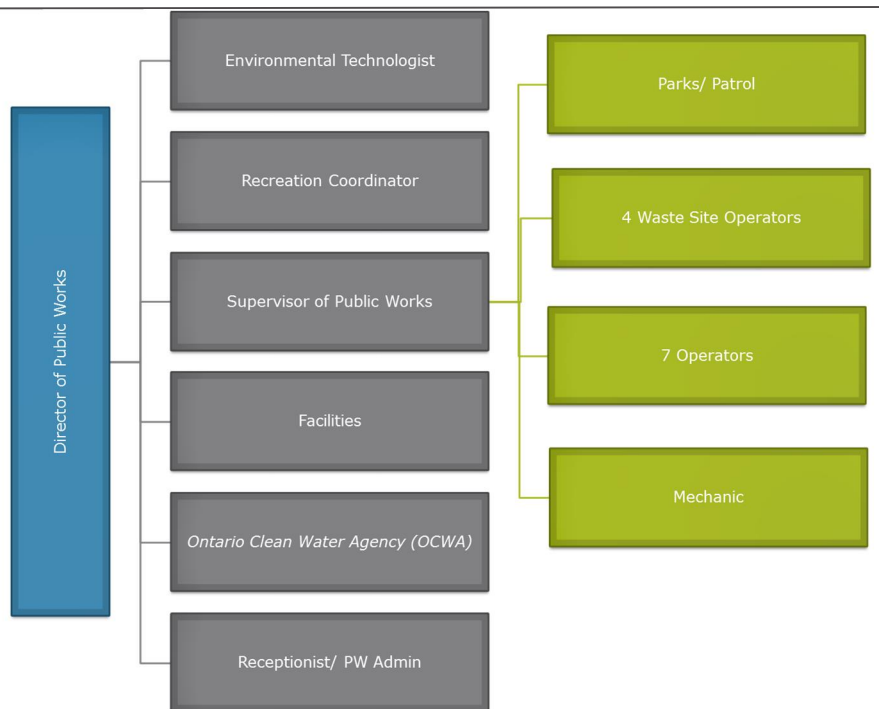
- 35 Safe Properties
- 66 Animals
- 11 Waste Management
- 19 Noise By-Law
- 27 Yard Cleanup
- 63 Other Calls

# Public Works Department Overview



## APPROVED POLICIES

- Flag Protocol
- Municipal Vehicle Usage
- Oversize Load
- Private Road Grant
- Road Cut
- Video Surveillance



# Public Works Department Achievements

## WATER FUN

The installation of the Splash pad at Jerry Park in Lansdowne was a major recreation and parks achievement in 2015. The water feature was finished in late summer and will be enjoyed by many children and families for years to come.



## ROADWORK

Approximately 25km of roads were reconstructed and resurfaced in 2015 with an additional 40km of roads receiving significant investments in limestone material. These investments extend the life of the road network and provide a better quality of driving surface.



## CONTRACTOR'S DOCK

The Township and the Town of Gananoque negotiated a lease for a dock located in Gananoque to be used by contractors to transport supplies over to the islands.



## OFFICE RISK ASSESSMENT

As a result of Bill 168, Harassment and Violence in the Workplace, a risk assessment was completed for the Township Office by an outside consultant. The consultant recommended increased office security through the use of card passes, partitions, and cameras



## PRIVATE LANE GRANT

Council approved a Private Lane Grant which will provide funding to private road associations up to \$300 per kilometer for the maintenance of their private road.

## LATIMER BRIDGE

The replacement of the Latimer Bridge was a significant capital project for the Township in 2015. Full replacement of the structure was completed in just 30 hours. The bridge was renamed in the summer of 2015 to the Covey Bridge in recognition of the Covey's who have neighbored the bridge since 1900.



## RENEWABLE ENERGY

The Township installed three MicroFit solar systems on the roofs of three buildings: the Township office; Community Centre in Lansdowne; and, the Fire Station in Lyndhurst. Strathcona Solar was hired to install the panels which are expected to generate a healthy return on investment.

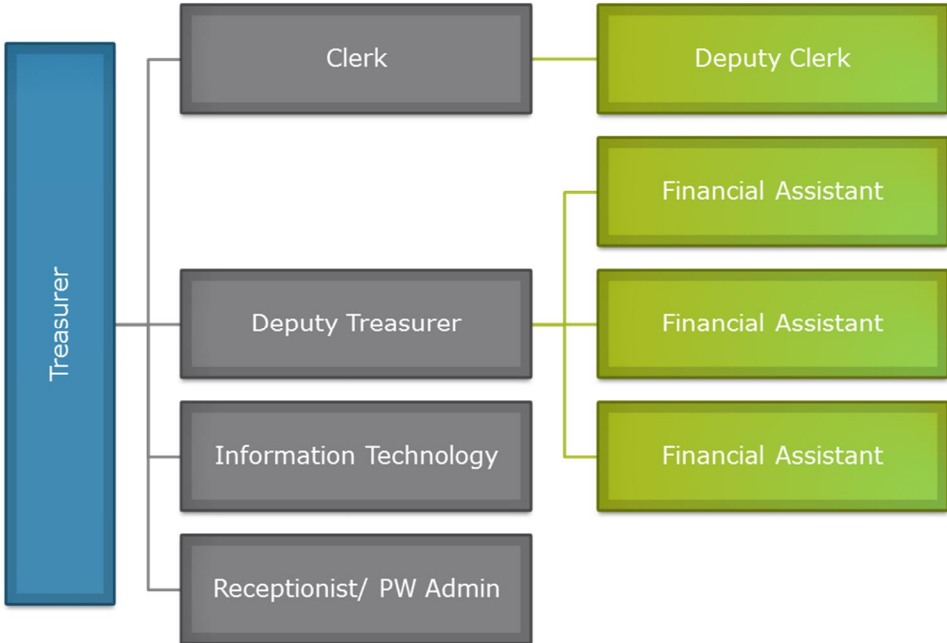


# Treasury Department Overview



### APPROVED POLICIES

- Accountability & Transparency
- Cell Phone
- Community Grants
- Election Related Resources
- Senior Water Rebate
- Travel Expense



# Treasury Department Achievements

## GRANT POLICY

The Community Grants Policy and corresponding application form were revamped in the Spring of 2015. New criteria was developed with ratings based on local interests, economic development, culture, arts, and the environment.



## MAYOR'S BREAKFAST & ANNUAL REPORT

The inaugural Mayor's Breakfast and release of the annual report was a huge achievement for the Township in 2015 and will continue in the future.



## WATER RATE STUDY & PLAN

A long term financial plan and water rate study was completed for the water and wastewater system in the Village of Lansdowne. The long term plan contained the operating budget, contributions to capital, and water rates for the next 10 years.



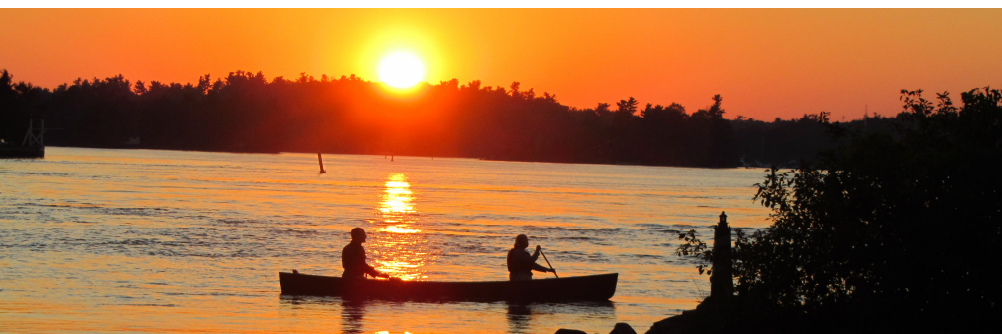
## SENIOR REBATE PROGRAM

A Water and Wastewater Rebate Program for Seniors was developed to assist those residents over the age of 55 in the Village of Lansdowne who occupy a secondary dwelling in a family member's house.



## RECORDS RETENTION

The first phase of the "paperless" project in the Clerk's department was approved by Council in the Fall of 2015. Training on the new filing system TOMRMS was completed for all staff, and the sorting and itemizing of all files and paper was begun.



## BUDGET 2015

The 2015 Operating and Capital budgets were adopted in February, which was the earliest in Township history. Council approved a \$3.9 million capital budget with major road work, renewable energy, equipment replacement, and the Jerry Park plan being the highlights. The tax rate was held at 0% even with major challenges such as the increase in OPP Billing.

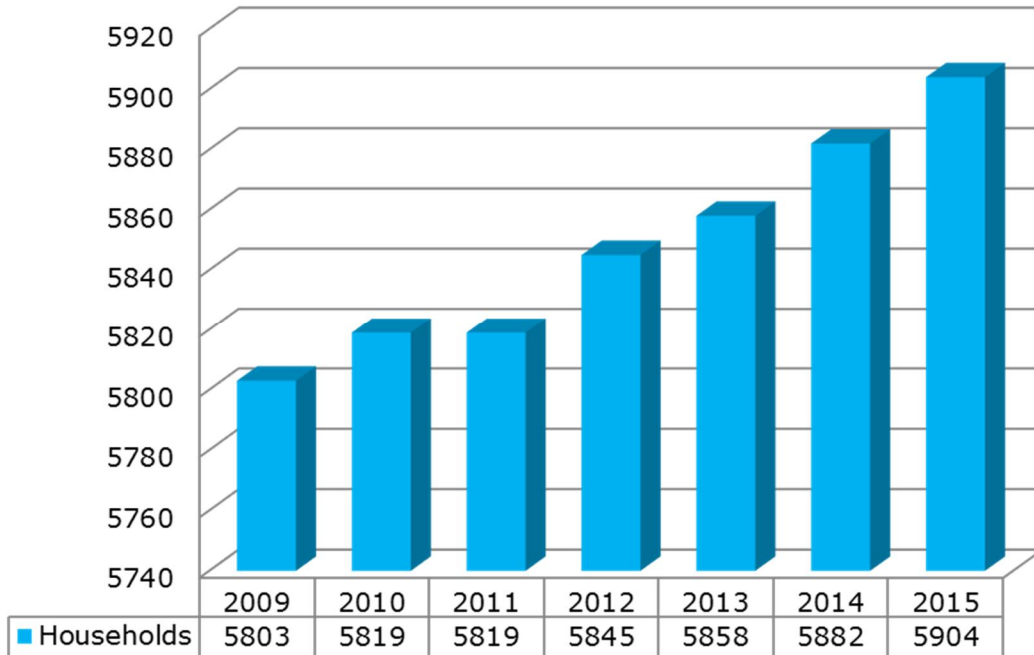


## NEW STAFF

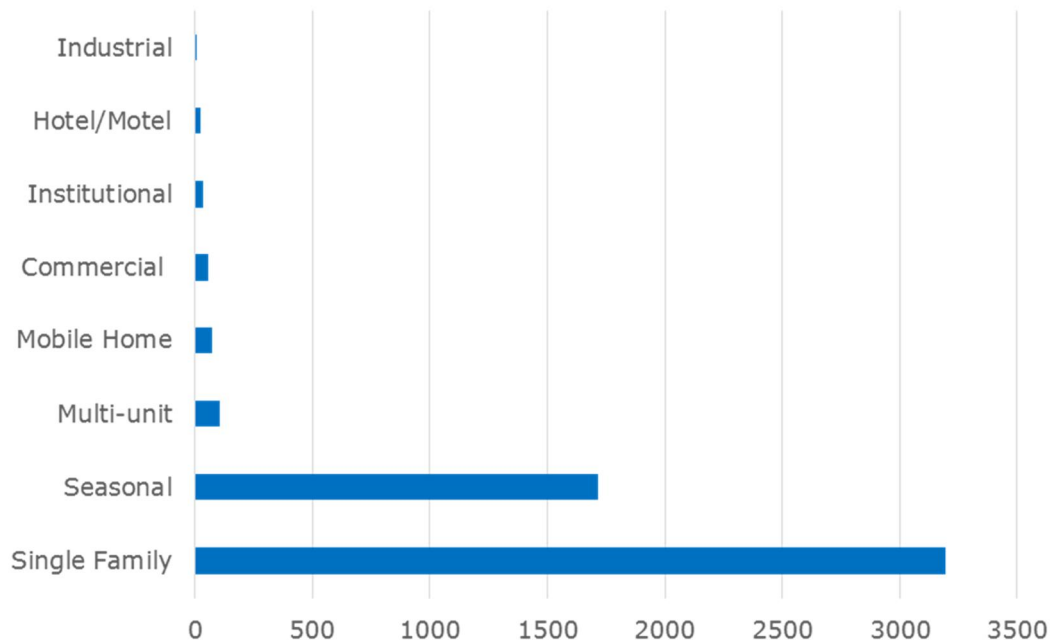
To stream line and increase customer service at the Township office and to assist with Public Works administrative work, a Receptionist/ PW Admin position was approved by Council in the Spring of 2015. Tracy Madsen was the successful candidate. The Human Resources Generalist position was also replaced as Donna Mark was hired to fill a vacancy.

# Financial Highlights

## Household Trends

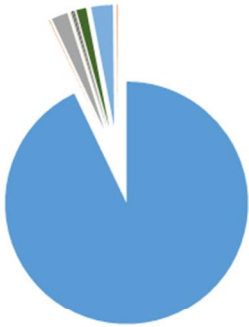


## Building Types



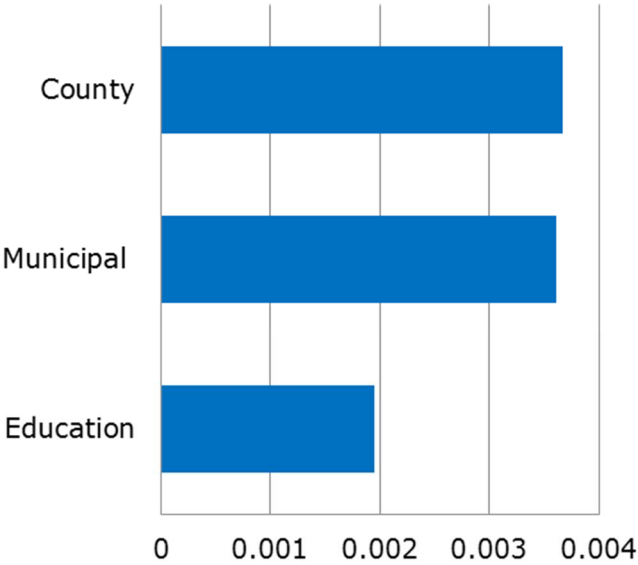
# Financial Highlights

## Assessment Breakdown



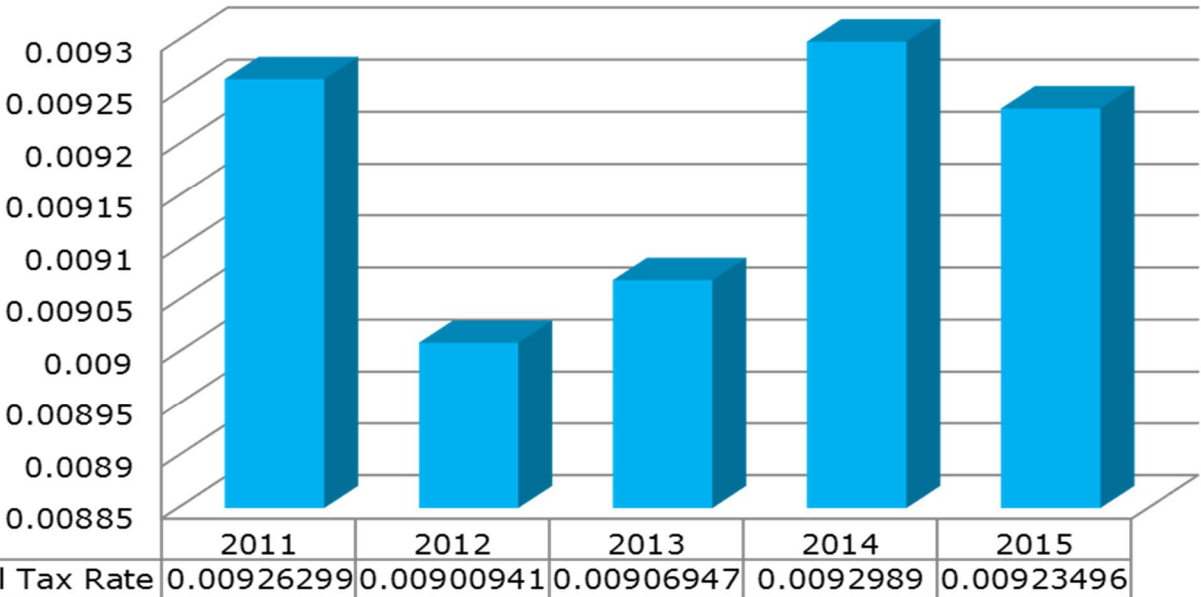
■ RT - Residential - \$1,769,684,581  
 All other assessment types - \$135,012,370

## Tax Rate Split



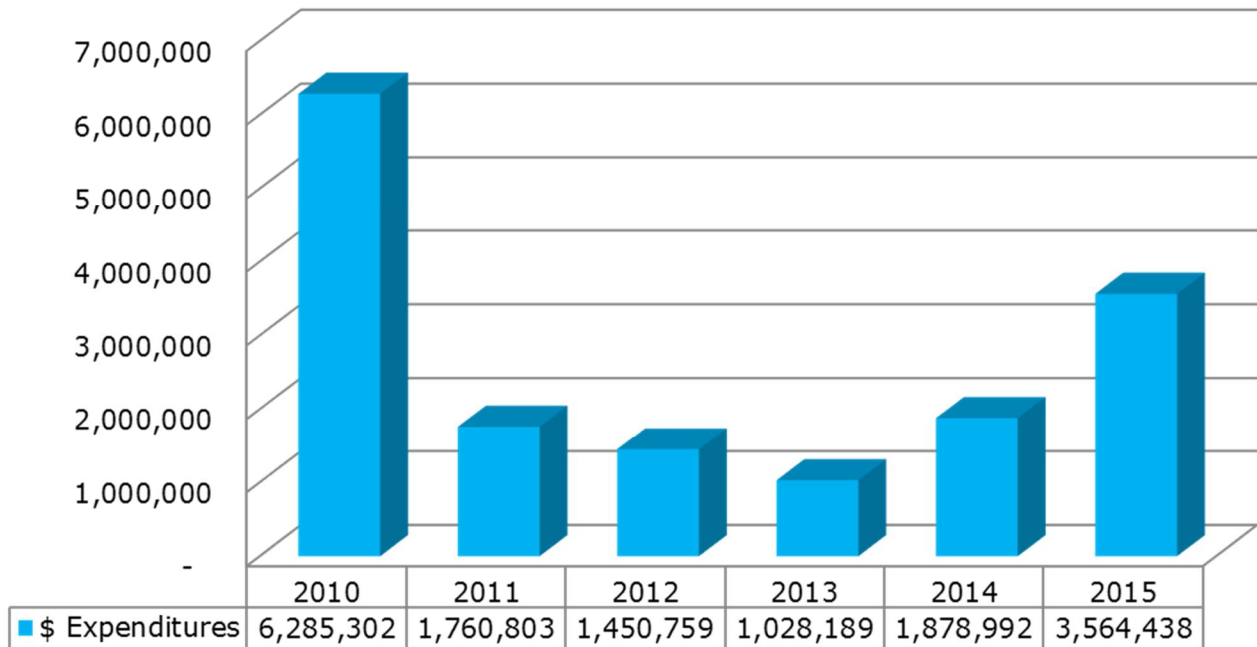
	Education	Municipal	County
■ Tax Rate 2015	0.00195	0.003612	0.003672

## Total Tax Rates

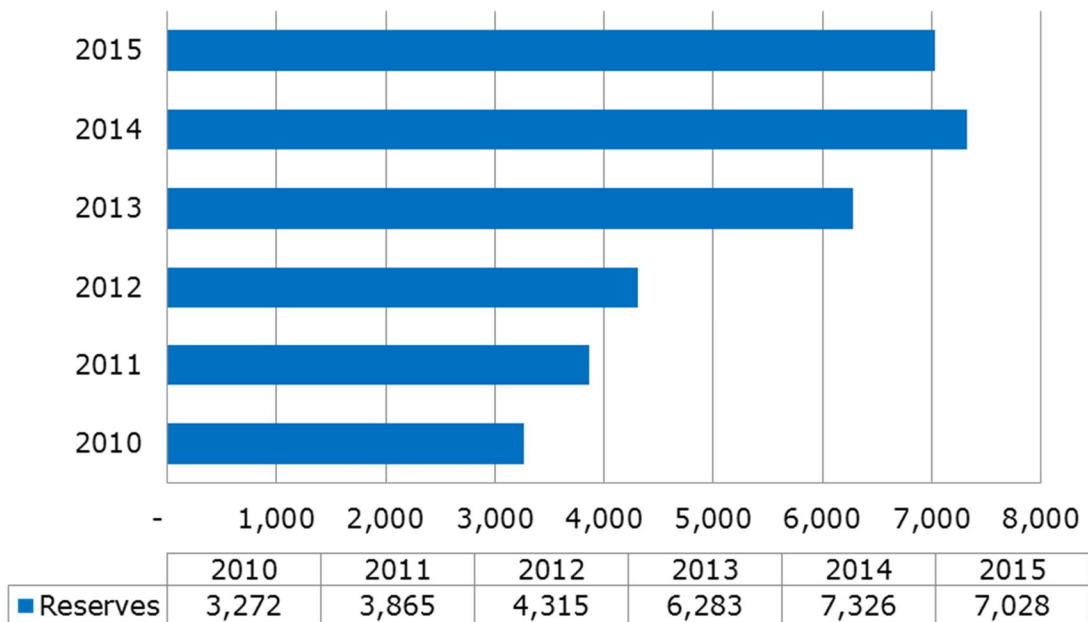


# Financial Highlights

## Capital Expenditure Trend

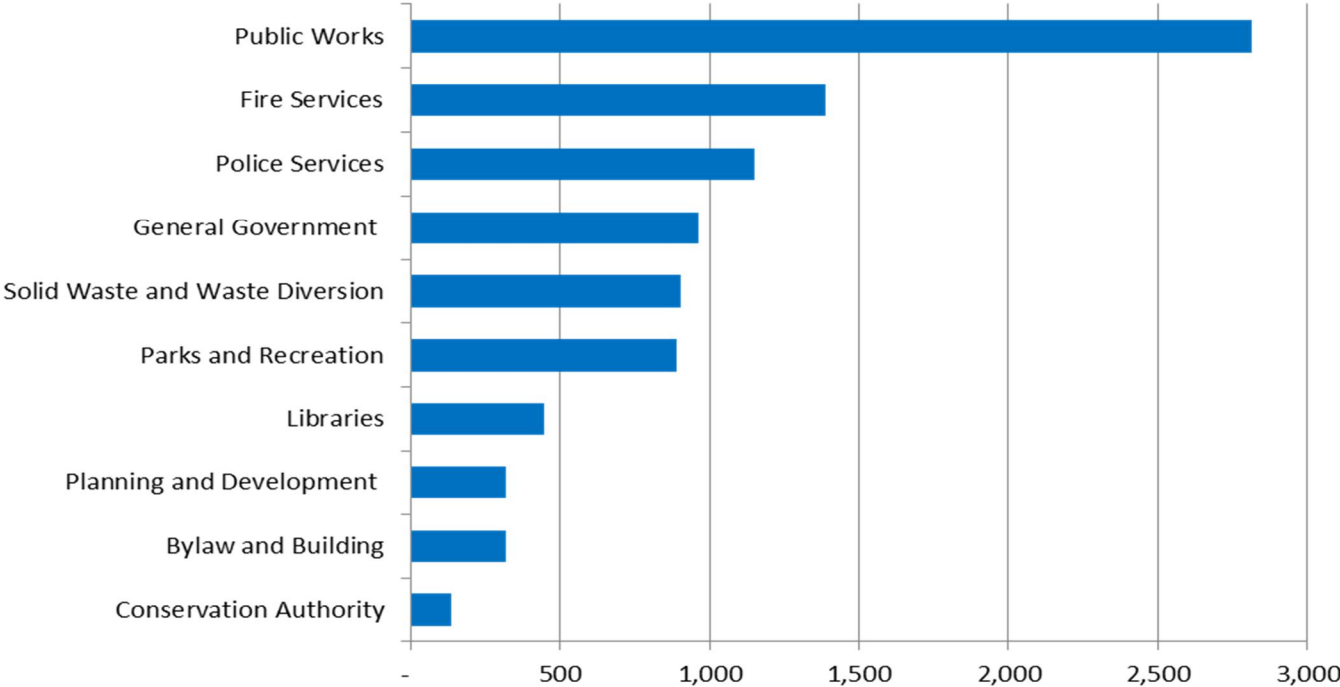


## Reserve Balances (\$000's)

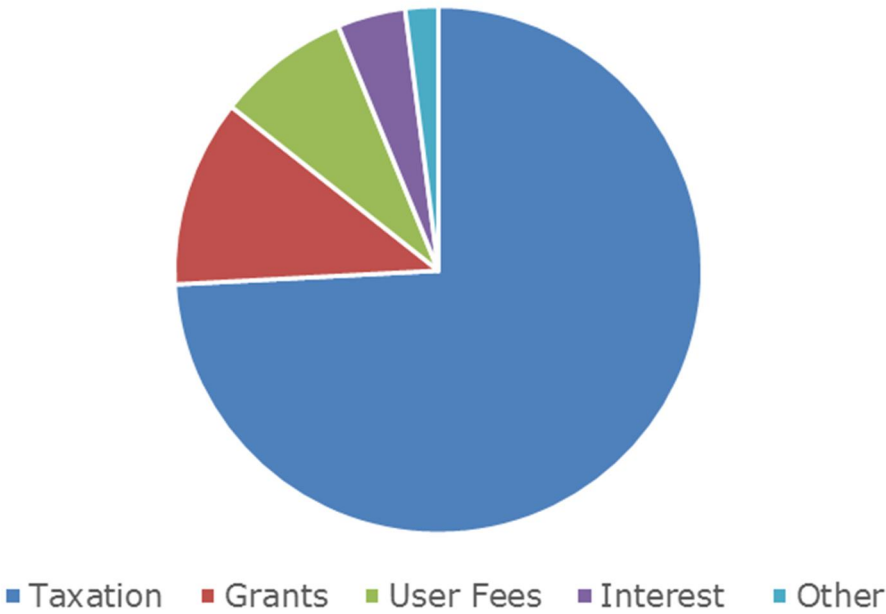


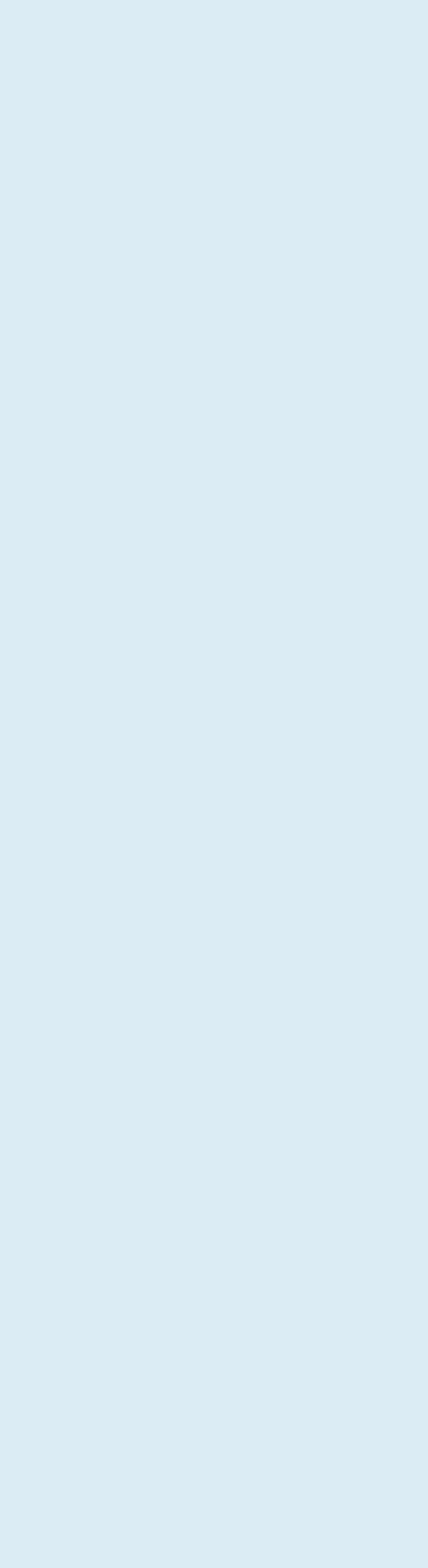
# Financial Highlights

### Expenditures by Department (\$000's)



### Revenues





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