

ANNUAL MUNICIPAL REPORT | 2014

Township of Leeds and the Thousand Islands

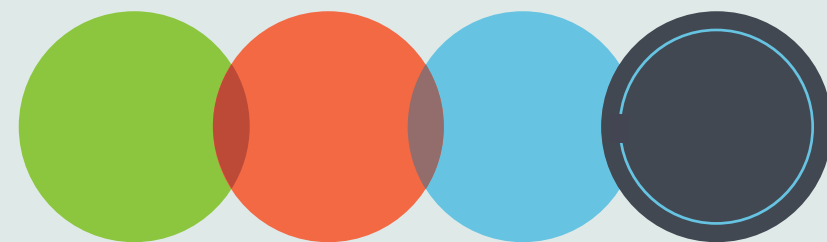
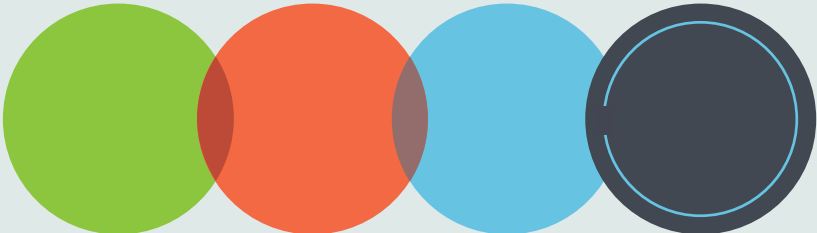


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The Township At a Glance

Message from the CAO



9,277 Residents



5,858 Households



330 Kilometers of Roads



\$280,000 in Federal Gas Tax



\$80,000 in Community Grants



\$1.8 Billion in Assessment Base



613 Square Kilometers Fire Coverage



\$11 Million Annual Operating Expenditures



31 Full Time; 37 Part Time, Seasonal Employees

The Township of Leeds and the Thousand Islands (TLTI) is a vibrant, diverse community in Eastern Ontario. Canada's busiest highway runs through its centre, with the world renowned 1000 islands and St. Lawrence Seaway along its southern boundary and the UNESCO designated Rideau Canal and lock system along its northern boundary. TLTI is strategically located within hours of two of the largest metropolis areas of Canada as well as the eastern seaboard of the USA.

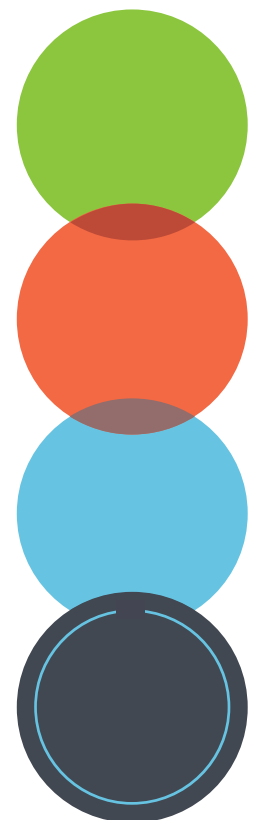
While we have approximately 9,300 permanent residents, we welcome thousands of seasonal residents and tens of thousands of visitors to our region every year. The Township offers its citizens a great lifestyle; with the perfect balance of heritage, cultural arts, services, outdoor activities and contemporary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

In addition to rebuilding a number of roads, the replacement of culverts and a bridge, the Township completed the first phase of the asset management plan for roads and bridges adopted the economic development plan, enhanced planning and development services, and initiated proactive policy development to create economic opportunities such as the Casino lands rezoning.

On behalf of the Township's 68 full time, part-time, contract and seasonal employees and 105 volunteer firefighters, I am very proud of the work we have accomplished in 2014 and of our employees dedication, professionalism and efforts to provide quality programs and efficient services to you, our residents and visitors.

Milena Avramovic
Chief Administrative Officer



Message from the Mayor



As I look ahead to the balance of 2015 and the rest of this Council's term I am optimistic that this will be an exciting time for the Township of Leeds & The Thousand Islands.

A Council has the opportunity to shape the future and provide direction. In our case, for the first time, we are consulting with the entire community to build a Strategic Plan that will shape that future. Through a Township wide input and consultation process we will define the key initiatives that will be delivered during the balance of our term. I look forward to the process as well as the outcome of what will become a living, breathing document for this community and ultimately a plan for the future.

Our Township is a large and diversified region and we have many opportunities for growth in all sectors. We recently undertook initiatives to rezone important commercial lands to support the OLG Casino and to give our Township shovel-ready property. I am confident that we will be able to bring new business to the region that will provide jobs for our residents and more experiences for those who come to visit.

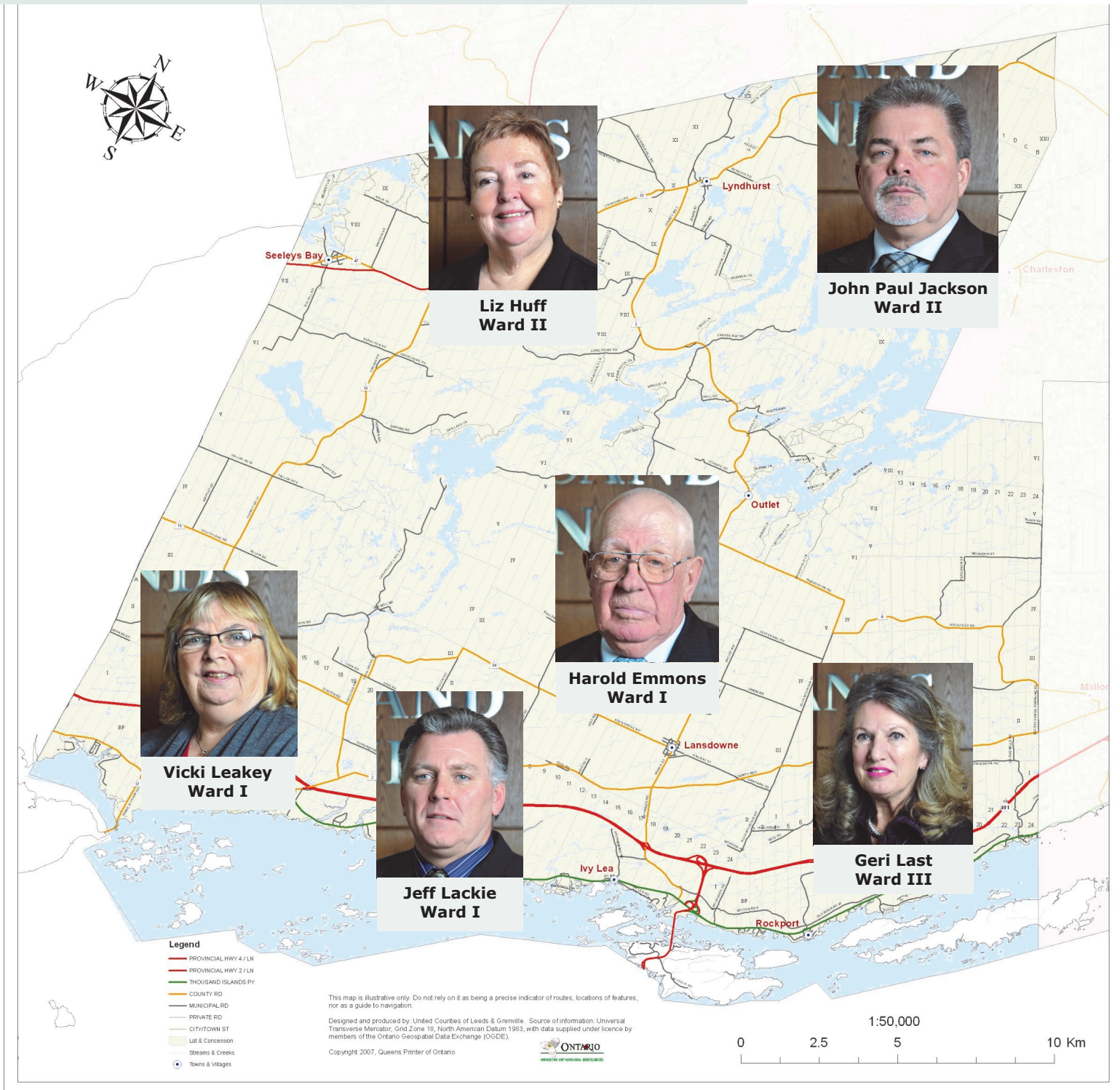
Under the leadership of our CAO Milena Avramovic, we have a strong and capable Senior Management Team leading an equally committed and capable group of staff. Our team was instrumental in bringing forward a comprehensive and complete 2015 budget sooner than any other time in our Township's history. This allowed our Township to be one of the first regions out to the marketplace for many of the key initiatives and services required. Our staff is working very hard to deliver current services, streamline and improve the way we do business and to create a better place to live for all of our residents.

I would be remiss if I did not recognize all of our Emergency Service and Community volunteers. In a small community it would be impossible for us to enjoy the lifestyle we do without them. This includes first responders, community groups, volunteers and all the people who make a difference in this Township. I want to personally thank you for your commitment to making the Township of Leeds and the Thousand Islands one of the most beautiful places to live, work and play.

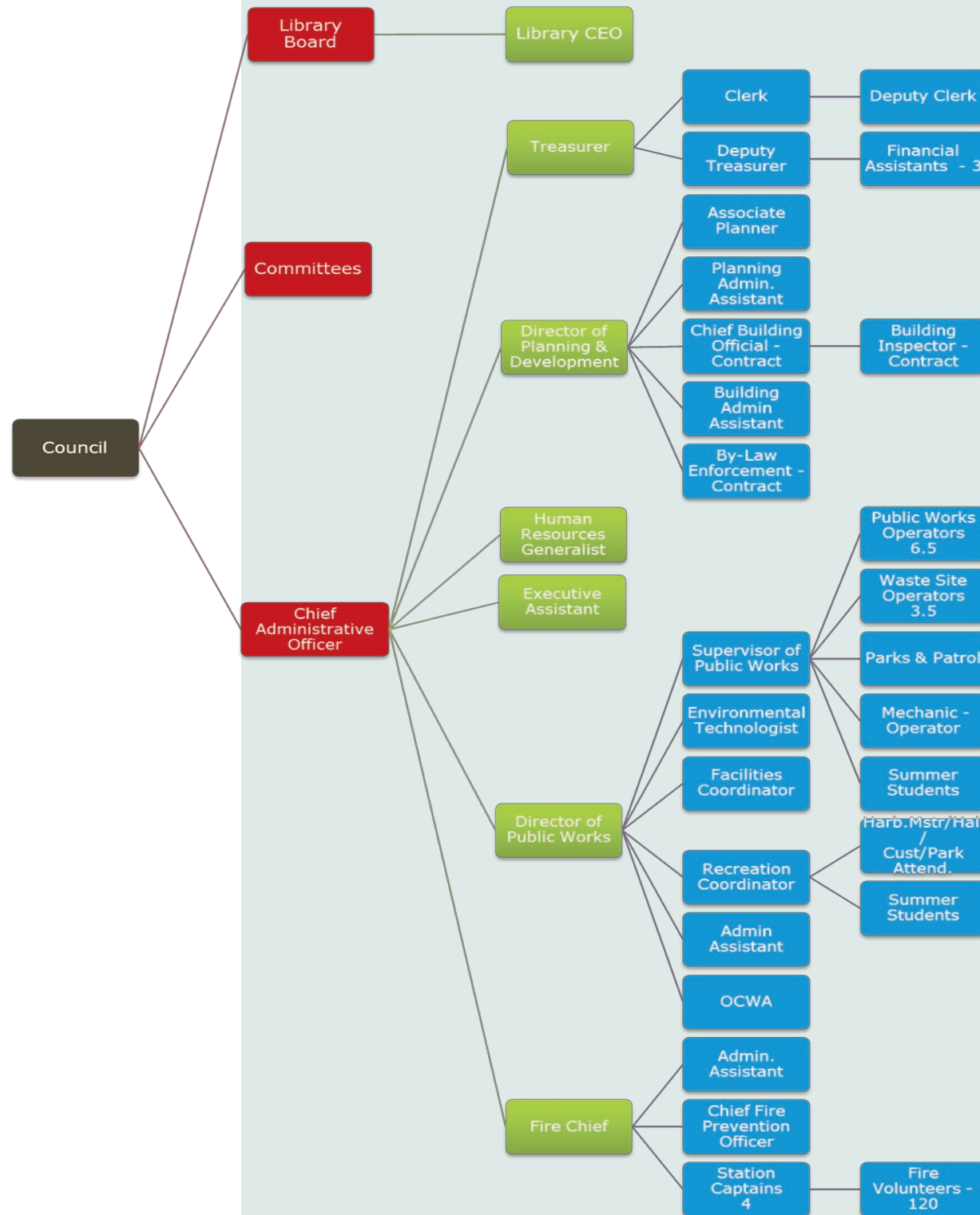
Looking forward to "Moving Forward Together".

Joe Baptista
Mayor

2014–2018 Municipal Council



Organizational Chart



Engaging our Community

COMMITMENT

The Township of Leeds and the Thousand Islands outreach includes a variety of online and offline tools. As new technology emerges, the Township is committed to finding ways to connect and engage with residents.



VARIETY OF WAYS

Information Packages are available on the website on weeks in which there is not a Council meeting. The package includes Senior Management Team meeting minutes, various correspondence, and general information.



NEW COMMUNICATION TOOLS

2014 saw the introduction of a new communication tool for TLI with a pilot project with MyFM radio. The Township Minute is a daily timeslot that features Township news and community events and has been adopted as a regular means of communication.



REGULAR COUNCIL AND COMMITTEE OF THE WHOLE MEETINGS

In 2014, Council met on the first and third Monday of the month at 7pm in the Council Chambers. The structure of the Council and Committee of the Whole meetings changed in 2015. The Meeting agendas are available in advance of the meeting on the CivicWeb website. In addition to Council meetings, regular committee meetings occur during the month for such committees as Waste Management and Economic Development.



FACEBOOK

The Township Facebook account has grown over the past year and now has 361 likes. The Township uses Facebook on a regular basis to communicate events and newsworthy items for information and sharing.



TWITTER

The Township Twitter account @leeds1000island has 74 followers and has grown over the past year. The Township tweeted 335 tweets in 2014 many of which were re-tweeted and shared.



WEBSITE

The Township website www.leeds1000islands.com is the main online presence for the Township and is a hub for services, contact information, news, programs, and events.

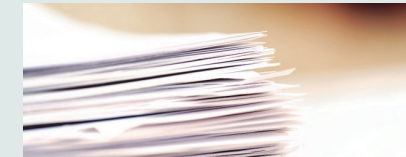
Treasury Department Overview

Treasury Department Achievements



KEEPING BUSY

- 19,000 Tax Bills
- 3,600 Water Bills
- 3,740 Cheques
- 218 Pages Council Minutes
- 1,264 Pay Cheques
- 17 Grant Applications
- 272 Minutes of Settlement
- 32 Vital Statistics
- 4,052 Votes in the Election



NEW STAFF

Spring 2014 saw changes in the Treasury Department with Sarah Huskinson being appointed Treasurer. The Deputy Clerk Kim Almeida returned from her maternity leave in the Summer, just in time to begin election preparation.



NEW TECHNOLOGY

Zycom Technology was hired in the Spring of 2014 on a contract basis to manage the Information Technology for the Township. A refresh of the desktops, laptops, storage components and servers were completed in the summer to increase efficiency and reliability.

PRIMARY GOVERNANCE

- Municipal Act, 2001
- Assessment Act
- MIFPPA
- Generally Accepted Accounting Principles
- Public Sector Accounting Board
- Township Bylaws

Generally Accepted Accounting Principles

Public Sector Accounting Board

Township Bylaws

The Treasury Department is comprised of Taxation, Water and Wastewater Billing, Accounts Payable, Accounts Receivable, Information Technology, Payroll, and the Clerks Department.

RESPONSIBILITIES

- | | |
|----------------------------|-------------------------------|
| All financial transactions | Government Remittances |
| Annual Budget | Insurance |
| Tax Rate Calculations | Grant Reporting |
| Property Tax Billing | Information Technology |
| Water & Sewer Billing | Council Agenda Preparation |
| Accounts Payable | Records Management |
| Accounts Receivable | Statutory Duties |
| Banking | Vital Statistics |
| Tangible Capital Assets | Commissioner of Oaths |
| Frontline Customer Service | Municipal Elections |
| Annual Audit | Municipal Lottery Licenses |
| Payroll Processing | Legislative Advice to Council |
| Benefits | Maintain By-laws |

BUDGET 2014

In March, \$11,066,520 in Operating and \$2,107,063 in Capital expenditures were approved. A follow-up report was taken to Council in April to authorize additional money being added to the Transfer to Tax Stabilization Reserve as a result of additional tax room generated by a reduction in the education tax rate.



OPP BILLING

In the Fall of 2014, the Township received notification of the new billing model's impact on the Township's OPP costs. This resulted in increased costs of \$111,820 between the 2014 and the 2015 amounts. The change was approved at the Province on August 13, 2014 following a review of the process by the Ministry of Community Safety and Correctional Services (MCSCS).



ASSET MANAGEMENT PLAN

The Asset Management Plan for all infrastructure assets (Roads, Bridges, Water and Wastewater) was presented and adopted by Council in the Spring of 2014. The next phase of the AMP will be completed in 2016 for all assets.



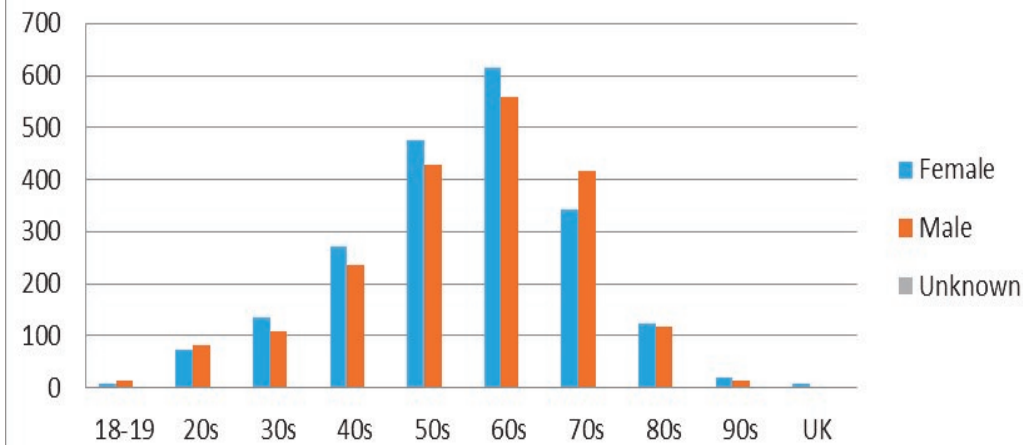
ASSET REGISTRY SOFTWARE

R.J. Burnside & Associates Limited's Asset Registry Software was purchased in the Fall of 2014. Work will begin in 2015 with inventory and valuation of all assets to be added to the system.



2014 Municipal Election

Participated Voters by Age and Gender



OUTGOING COUNCIL

- Brigitte Lesage-Tye
- Harold Emmons
- Wendy Merkley
- Geraldine Dickson
- Heidi Conarroe
- Frank Kinsella
- Velma Kelsey



Community Grants Program

GRANTS AWARDED

The Township grant money is funded annually through the OLG casino funds and in 2014 \$85,000 was added to the reserve. The grant requests were reviewed by a Committee and a report taken to Council for approval. \$79,800 was awarded in 2014.



VARIETY OF SUPPORT

\$4,200 was awarded to the Gananoque and District Humane Society, \$20,000 for Habitat for Humanity and lastly \$2,500 to the Charleston Lake Associate for shoal markers.



FESTIVALS

TLTI supports the social, community and economic impact of local fair and festivals. A grant of \$2,000 was awarded to the Lansdowne Agricultural Society and there was also \$3,939 granted to the Lyndhurst Turkey Fair for the purchase of tents and chairs.



YOUTH

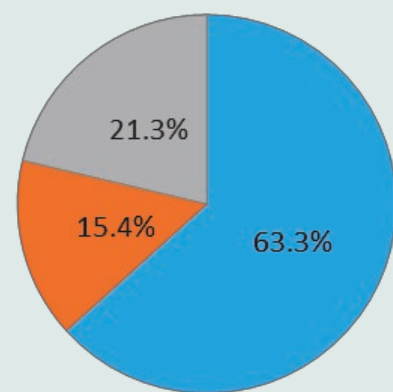
Child Care United requested and was granted \$793 for repairs to their storage shed located at Willow Tree Daycare in Lansdowne. The Gananoque Canoe Club required funding for new paddles and equipment and were given \$5,000 for this purpose.



HISTORY

The local Lions Club was given \$1,000 toward the construction of a monument in Joel Stone's honor at Willowbank cemetery and TLTI contributed \$7,922 to Royal Canadian Legion Br. 491 towards the purchase of a generator.

Method of Voting



- WEB
- PHONE
- PAPER

PARTICIPATION

The percentage of residents who voted via the internet increased slightly from the 2014 percentages.



COMMUNITY GROUPS

The Lansdowne Association for Revitalization put forth two separate requests in 2014 and was funded a total of \$11,048 for a garden area in Warburton and the Information Park in Lansdowne. Seeley's Bay and Area Residents Association requested and were granted \$3,000 for a new billboard on Highway 15.



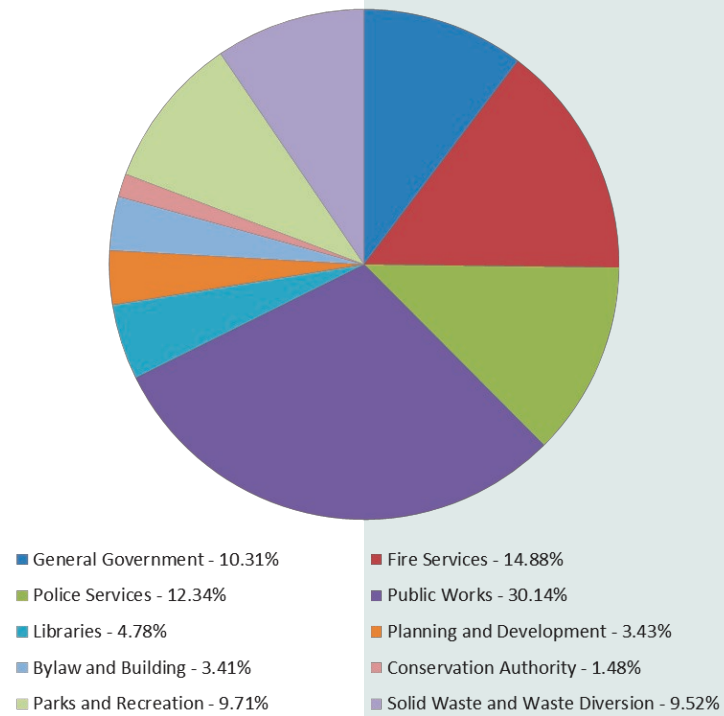
MEDICAL SUPPORT

TLTI put forth significant grant funding in the medical community with \$3,750 to St. John Ambulance for funding toward building a new garage, \$6,000 to the Brockville & District Hospital Foundation and \$1,825 to the Rockport Recreation Hall for purchase of a defibrillator. The Seeley's Bay Medical Centre put forth an application for electronic equipment and supplies for their records management system.

The 2014 Election involved tireless effort by the Clerk's Department. Residents could vote by paper ballot, online or by telephone.

Financial Highlights

Breakdown of Expenditures by Department



Long Term Debt per Household



Financial Highlights

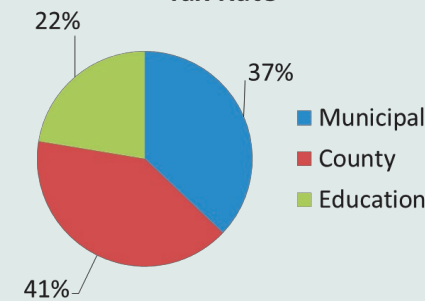
FINANCIAL STRENGTH AND STABILITY

2014 was another strong year for TLT. The Township Operating Budget ended in a surplus and the \$2.1 million in Capital Projects were within their allotted budgets. The Assessment Base grew by 3.3% or \$60 million, of which \$57 million was additional residential assessment growth. The majority of the growth, being residential based, was to be expected due to 93% of the assessment

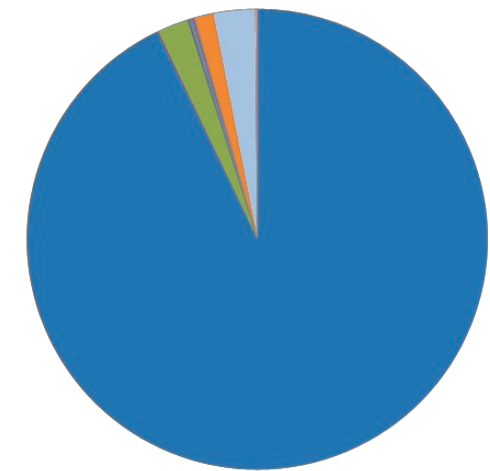
base being residential. No new debt was issued in 2014 and therefore, the debt per household decreased. TLT continues to have favourable repayment limits of over \$2 million of room which the municipality has available to commit to

annual debt payments as determined by MMAH. The Township's reserves continue to grow even with the capital projects being completed. This is due to the OLG Casino revenue which was transferred to the reserves in the amount of \$1.7 million in 2014.

Tax Rate

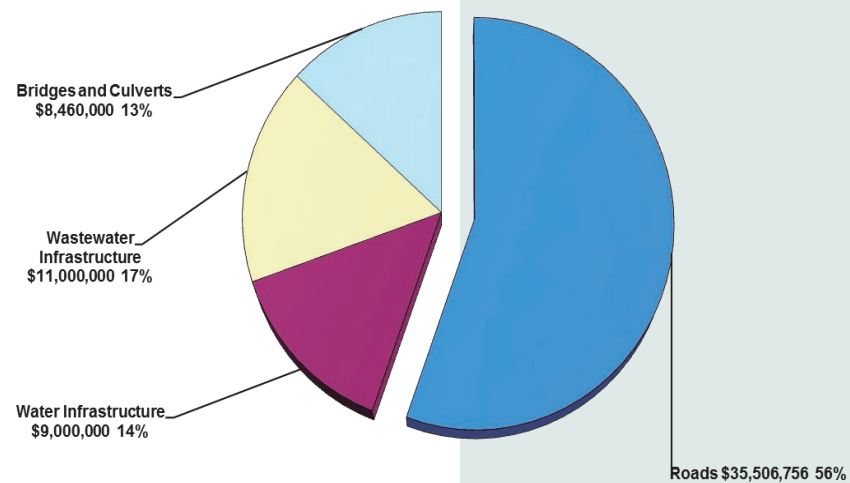


Assessment Roll

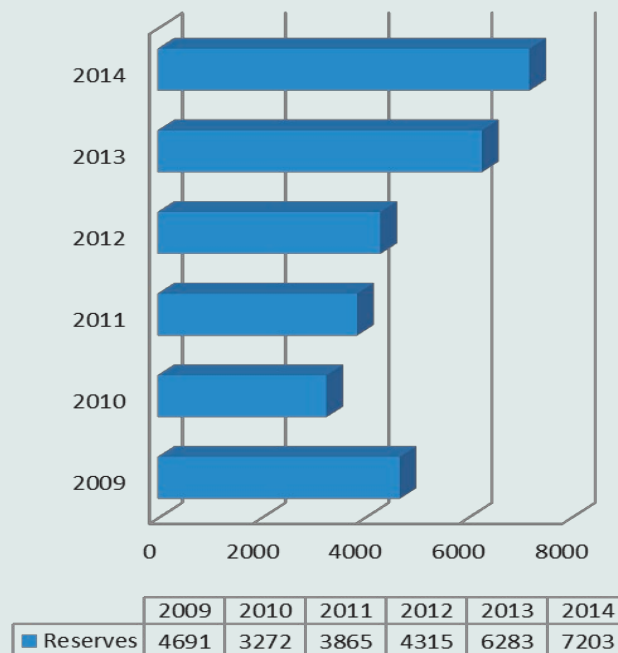


- RT - Residential - 92.85%
- MT - Multi-Residential - 0.07%
- CT - Commercial Taxable - 2.19%
- CM - Commercial Taxable - 0.09%
- CU - Commercial Excess Land - 0.03%
- CX - Commercial Vacant Land - 0.03%
- XT - New Construction Commercial Taxable - 0.19%
- IT - Industrial Taxable: Full - 0.13%
- IU - Industrial Excess Land - 0.01%
- IX - Industrial Vacant Land - 0.01%
- JT - New Construction Industrial - 0.03%
- PT - Pipeline - 1.31%
- FT - Farmland - 2.94%
- TT - Managed Forest - 0.14%

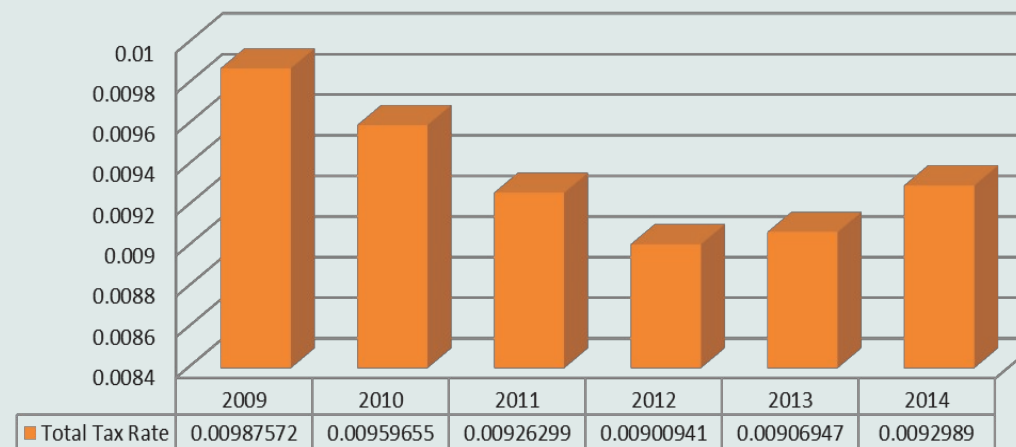
Asset Management Plan
Replacement Value of Assets



Reserves (\$000's)



Total Tax Rates



Public Works Department Overview



Public Works Department Achievements

WASTE MANAGEMENT

Each year the Township takes action to reduce the environmental impact of its residential waste. Through a variety of diversion programs, the Township was ranked fourth in its group across Ontario for diversion, with a diversion rate of 47%.



NEW STAFF

In the Fall of 2014 Michael Touw was appointed the Director of Public Works and brought with him a wealth of roads, drainage and engineering experience and knowledge. As well, Kim Goodman was hired in the summer as the Recreation Coordinator.



ROADWORK

The Township resurfaced 18.3 km of roads in 2014 including Blue Mountain, Union, Woodvale, Fairfax, Briar Hill, Sweets Corners, and Quabbin Roads. As well, regular gravel and roadside maintenance was completed on many of the Township roads.

PRIMARY GOVERNANCE

- Minimum Maintenance Standards
- Highway Traffic Act
- Drainage Act
- Waste Diversion Act
- Clean Water Act
- Ontario Green Energy Act



WATER AND WASTEWATER

The Township invested in safety upgrades to the standpipe in Lansdowne in 2014 as well as significant upgrades at the sewage pumping station. These investments contribute towards the continued safety of the water system.

RESPONSIBILITIES

- | | |
|------------------------------|--------------------------|
| 330 km of Municipal Roads | Recreation Guide |
| Gravel Road Maintenance | Soccer Program |
| Hard Top Maintenance | Badminton Program |
| Winter Maintenance | Swimming Program |
| Horticultural Maintenance | Leisure Interest |
| Signage | Kendrick's Park |
| Municipal Drains | Centennial Park |
| Water and Wastewater | Jerry Park |
| Two Wells, Standpipe, Lagoon | Bay of St. Lawrence Park |
| Energy Management | Haskin's Point |
| Three Landfill Sites | Furnace Falls Park |
| Source Water Protection | Boat Ramps |
| Facilities Management | Volunteer Gala |

The Public Works Department is comprised of Roads, Parks, Facilities, Recreation, Utilities (water/sewer), Drainage, Environmental Services, and Energy Management.

RECREATION PROGRAMMING

2014 was a successful year for recreational programming with 50 participants in soccer, 40 basketball registrations, and 11,000 leisure interest programming hours. The Fall and Spring recreation guides were distributed to all Township residents.



ENERGY CONSERVATION AND DEMAND MANAGEMENT PLAN 2014-2019

According to Ontario Regulation 397/11 made under the Green Energy Act, 2009, every public agency shall prepare, publish and make available the public energy conservation and demand management plans. The Energy Management Plan prepared by the Township has a target of reducing energy by 10 percent by 2023 using 2011 consumption data. The energy and conservation management pertains to all municipal facilities.



WATER ACCESS

In the Fall of 2014, the Township invested in connecting residents and tourists to lakes and rivers. New boat ramps were installed in Lyndhurst and Seeley's Bay.

Planning & Development Department Overview



PRIMARY GOVERNANCE

- Planning Act
- Provincial Policy Statement
- Official Plan
- Source Water Protection Plan
- Ontario Building Code
- Ontario Heritage Act

The Planning and Development Department is composed of the Building and Planning Departments, By-Law Enforcement and Economic Development.

RESPONSIBILITIES

- | | |
|------------------------------|--------------------------------|
| Animal Control | Minor Variance Applications |
| Building Permit Review | Severance Applications |
| Building Permit Issuance | Minimum Distance Formulae |
| Building Inspections | Official Plan Maintenance |
| By-Law Enforcement | Property Standards |
| Committee Support | Land-Based Inquiries |
| Economic Development | Septic System Inspection |
| Enforcement of Building Code | Site Plan Control Applications |
| Planning Advice to Council | Site Plan Control Agreements |
| Licensing | Subdivision Agreements |
| Investment Readiness | Zoning By-Law |
| Refreshment Vehicles | Zoning Amendments |

Planning & Development Department Achievements

UPDATES TO BY-LAWS

Rezoning of the casino property was done to support casino privatization, retention and co-location of compatible development. Staff were delegated authority to approve and provide comment on consent applications.



NEW STAFF

In the Summer of 2014 Melisa Blood accepted the new position of Associate Planner. The Fall saw more changes as the Township welcomed Katie Hanley as the Building Administrative Assistant and Elaine Mallory as the Director of Planning and Development in early 2014.



INVESTMENT READINESS PLAN

An Investment Readiness Plan was presented and adopted by Council in March. The plan provided strategies intended to develop the six objectives which were identified as top priorities for the Township. They were: Welcome Businesses; Create Effective Marketing; Diversify the Business Base; Forge Strong Relationships and Partnerships; Promote Demographic Diversity; and, Encourage and Promote Sustainable Development.



PICNIC IN THE PARK

In the Summer, the inaugural Picnic in the Park was held at Jerry Park in partnership with the Town of Gananoque as an OLG appreciation event. Council and Staff from both municipalities attended as well as OLG dignitaries and our local MP and MPP.



BUILDING

Issued 268 Permits in 2014

- 27 Residential
- 18 Decks
- 34 Detached Garages
- 42 Renovations & Repairs
- 34 Demolition
- 19 Additions
- 18 Accessory Buildings
- 30 Indoor Solid Fuel Device
- 46 Other Permits



PLANNING

Processed 90 Applications in 2014

- 35 Minor Variances
- 10 Site Plan
- 27 Consent
- 6 New Lots
- 11 Zoning Amendments
- 1 Development Agreements



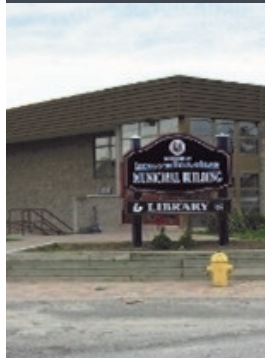
BYLAW

Responded to 205 Calls

- 22 Safe Properties
- 110 Animals
- 21 Waste Management
- 21 Noise By-Law
- 42 Other Calls

Library Services Overview & Achievements

Fire Services Overview & Achievements



Lansdowne Branch



Seeley's Bay Branch



Escott Branch



Lyndhurst Branch



GOVERNANCE
Public Libraries Act
Municipal Act, 2001
Township Bylaws

MISSION

The Leeds and Thousand Islands Public Library empowers the community through freely shared resources.

VISION

Leeds and the Thousand Islands Public Library will enrich the lives by adding value to the community.

ACHIEVEMENTS

2014 was a successful year at the Township libraries. There were 36,503 visits, which was a twenty percent increase from 2013. 5,103 community members participated in the many programs offered by the libraries and 62,860 items were checked out. Library visitors took advantage of the library's free WiFi 174,543 times.

CARBON MONOXIDE MONITORS

A new regulation was introduced by the Province in October 2014 which made carbon monoxide alarms mandatory in all residential homes. Homeowners are required to comply with the regulation by April 15, 2015



STAFFING

The department consists of 105 volunteers, a Part Time Fire Chief, a Full Time Chief Fire Prevention Officer, and a Part Time Administrative Assistant



FIRE STATIONS

TLTI has four stations:
Station #1—Lansdowne
Station #2—Seeley's Bay
Station #3—County Road 32
Station #4—Lyndhurst



TRAINING CENTRE

The Fire Training Centre is located at Station #4 in Lyndhurst with 10 acres of ground space dedicated to providing excellence in training and education for the Township and surrounding municipalities on a fee for service basis. The Training Centre officially opened in 2011 and has delivered over 200 courses.



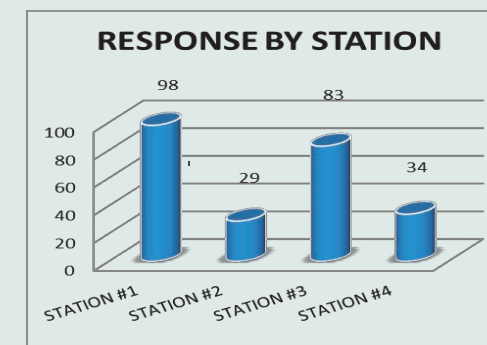
FIRE PREVENTION

The Fire Services Department offers a several programs varying from prevention to public education at many festivals and school events, as well as door to door campaigns.



CN DERAILMENT

In August, a derailed CN train had a near miss with a Toronto bound Via Rail train near Cliff Road in Lansdowne. There were 300 passengers on the Via Train but none sustained any major injuries. One of the CN cars was carrying oil but no leakage occurred and the scene was contained by the Emergency Services Personnel.



STATISTICS

The Fire Department responded to 244 calls in 2014, with 38% of these calls being for assist, 18% for vehicle accidents, 17% for emergency medical and 14% for fire related calls. The variety of calls requires a diverse set of skills, which the TLTI Fire Department prides themselves on.

The Library has four branches in the Township: Escott, Lansdowne, Lyndhurst, and Seeleys Bay. The Library also offers an extensive variety of online ebooks.