

TOWN OF PETAWAWA

COUNCIL-IN-COMMITTEE

Present: Mayor Bob Sweet Deputy Mayor Tom Mohns
Councillor James Carmody Councillor Frank Cirella
Councillor Murray Rutz Councillor Theresa Sabourin

Regrets: Councillor Treena Lemay

Also Present: Mitch Stillman Dawn Recoskie
Daniel Scissons Dave Newton
Kelly Williams Steve Knott
Colin Coyle Sean Chase

The Council-in-Committee meeting was opened by the Mayor.

DECLARATION OF PECUNIARY INTEREST

There were no declarations of pecuniary interest.

PRESENTATIONS

There were no presentations.

ANIMAL CONTROL/BY-LAW ENFORCEMENT

1. Activity Report – October 2012

Dave Newton, Municipal Law Enforcement Officer, provided an overview of his report. Discussion took place regarding people parking in the fire zone at Moncion Grocers. Mr. Newton advised the signage for the fire zone is satisfactory but people ignore it. He further advised he needs to witness the infraction to issue a ticket.

MOVED BY: James Carmody
SECONDED BY: Theresa Sabourin

That the Animal Control/By-law Enforcement monthly report for October be accepted as information.

CARRIED

2. PSMLEO 09-12 – Taxi Licences Applications 2012

Dave Newton provided an overview of his report. He advised there were three new applications for taxi licences.

MOVED BY: Murray Rutz
SECONDED BY: Frank Cirella

That Council approve the taxi licence applications in accordance with the current taxi by-law.

CARRIED

FIRE DEPARTMENT

1. Activity Report – October 2012

Chief Steve Knott provided an overview of his report. He advised the department held a home escape plan contest for local students as part of Fire Prevention Week. The department conducted two auto extrications and participated in a debriefing session with the Critical Incident Stress Management Team. Discussion also took place regarding people parking in the fire zone at Moncion Grocers. Chief Knott indicated if more charges are laid in the area it could help to deter people from parking in the fire zone. He advised it is a safety issue for the department when people park in fire zones.

MOVED BY: Frank Cirella
SECONDED BY: Murray Rutz

That the Fire Department monthly report for October be accepted as information.

CARRIED

2. Fire Prevention Report – October 2012

Chief Knott provided an overview of his report.

MOVED BY: Theresa Sabourin
SECONDED BY: James Carmody

That the Fire Prevention report for October be accepted as information.

CARRIED

PARKS AND RECREATION

1. Activity Report – October 2012

Kelly Williams, Manager of Parks and Recreation, provided a brief overview of the Parks and Recreation monthly report for October. Responding to Mayor Sweet, Mr. Williams advised the Splash Pad project is short \$45,000 but he has recently applied for a Trillium Grant for the project. Mr. Williams further noted the Petawawa Fundraising Committee has donated \$80,000 towards the Splash Pad project and the Rotary Club has donated \$50,000, with the Town of Petawawa providing \$75,000.

MOVED BY: Murray Rutz
SECONDED BY: Frank Cirella

That the Parks and Recreation monthly report for October be accepted as information.

CARRIED

2. PR-13-12 – Program Services Review

Kelly Williams provided a presentation regarding the Program Services Review. He advised he is recommending that the Town of Petawawa hire a full-time Recreation Program Assistant as part of the review and that Council approve the service delivery model contained within the review.

MOVED BY: Frank Cirella
SECONDED BY: Theresa Sabourin

That Council accept and adopt the recommendations as contained in Report PR-13-12.

CARRIED

3. PR-14-12 – Special Event Policy

Kelly Williams provided an overview of his report. He advised the Parks and Recreation Department is putting current practice onto paper by developing the Special Event Policy. The report was tabled until the December 10, 2012 Council-in-Committee meeting to allow more time to review the lengthy policy.

FINANCE & MANAGEMENT

1. CAO-17-2012 – October 2012 Activity Report

Mitch Stillman, CAO/Clerk, presented his report.

MOVED BY: Murray Rutz
SECONDED BY: James Carmody

That the Administration report for October be accepted as information.

CARRIED

2. Draft By-law to Regulate and Prohibit Smoking on Municipally Owned Property in the Town of Petawawa

Mitch Stillman presented the draft by-law. It was noted the by-law will be amended to exclude sidewalks and roadways from the definition of municipally owned property. Mr. Stillman advised staff was having difficulty meeting the 30 metre separation distance at the Civic Centre property to identify a designated smoking area due to the number of entrances to the building. Council directed staff to consider main entrances instead of all entrances such as ones considered “fire/emergency exits only”.

Staff was directed to provide an alternate location for the designated smoking section if the 30 metre separation distance can't be met satisfactorily. Staff was further directed to include short form wording and set fines to aid in the enforcement of the by-law and to consider appointing other staff to aid in the enforcement of the by-law.

3. Draft Succession Planning Policy

Mitch Stillman presented the draft policy.

MOVED BY: Theresa Sabourin
SECONDED BY: Murray Rutz

That Council approve and adopt the Succession Planning Policy.

CARRIED

4. Accounts Payable – October

MOVED BY: Frank Cirella
SECONDED BY: James Carmody

That the general cheque #'s 14206 to 14390 in the amount of \$963,548.82 be passed by Council and paid by the Treasurer.

CARRIED

5. Budget Reports

Received for information.

6. Correspondence – JEPP Program – Township of Greater Madawaska

MOVED BY: James Carmody
SECONDED BY: Theresa Sabourin

That Council of the Corporation of the Town of Petawawa supports the Township of Greater Madawaska's resolution requesting the Federal Government reconsider its decision to cancel the JEPP program.

CARRIED

7. Correspondence – Say for Pay – Township of Greater Madawaska

The correspondence was received for information.

CLOSED SESSION

Mayor Sweet advised the second item for discussion, "to hear a proposal regarding a formula for the determination and setting of Petawawa Council member's compensation", has been removed from the closed session agenda.

MOVED BY: Murray Rutz
SECONDED BY: James Carmody

That the meeting be closed pursuant to Section 239 (2) (b) of the *Municipal Act*, S.O. 2001, c.25 to discuss matters about an identifiable individual, including municipal or local board employees, to hear a proposal regarding revised job descriptions and evaluation of positions within the Corporation of the Town of Petawawa.

CARRIED

Council went into closed session at 8:34 p.m.

OPEN SESSION

MOVED BY: James Carmody
SECONDED BY: Murray Rutz

That the meeting be opened.

CARRIED

Council reconvened to open session at 8:49 p.m.

BUSINESS ARISING FROM CLOSED SESSION

The CAO/Clerk was directed to conduct the revised job descriptions and evaluation of positions within the Corporation of the Town of Petawawa in-house with a goal to complete the revisions by the end of February 2013.

ADJOURNMENT

MOVED BY: Theresa Sabourin
SECONDED BY: Frank Cirella

That the meeting be adjourned.

CARRIED

The meeting adjourned at 8:50 p.m.



Clerk