

TOWN OF PETAWAWA

COUNCIL-IN-COMMITTEE

Present:	Mayor Bob Sweet Councillor James Carmody Councillor Treena Lemay Councillor Theresa Sabourin	Deputy Mayor Tom Mohns Councillor Frank Cirella Councillor Murray Rutz
Also Present:	Dawn Recoskie Gary Bell Jason Roesner Dave Newton Christine Mitchell Colin Coyle Sean Chase Adam Hodnett	Daniel Scissons Tom Jones Bill Kasper Steve Knott Kelly Williams David Unrau (7:35 p.m.) Kyle Robinson

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

DECLARATION OF PECUNIARY INTEREST

Councillor Frank Cirella declared a pecuniary interest with respect to ADMIN-01-2013 – Lottery Licensing Fees.

Mayor Bob Sweet indicated two of the presenters from Miller Paving had been delayed; as such Committee proceeded with reports from the Building Department and Animal Control/By-law Enforcement.

BUILDING DEPARTMENT

1. Activity Report – January 2013

The report was received for information.

ANIMAL CONTROL/BY-LAW ENFORCEMENT

1. Activity Report – January 2013

Dave Newton, Municipal Law Enforcement Officer, provided an overview of his report.

MOVED BY: James Carmody
SECONDED BY: Theresa Sabourin

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

CARRIED

2. MLEO 02-13 – Taxi Licences Applications 2013

Dave Newton provided an overview of his report.

MOVED BY: Frank Cirella
SECONDED BY: Treena Lemay

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

CARRIED

PRESENTATIONS

1. Miller Paving Limited Asphalt Plant Installation in Turcotte Pit on Rantz Road – Gary Bell of Skelton, Brumwell & Associates Inc.

Gary Bell provided an overview of Miller Paving Limited's plans to install a modern asphalt plant at a new location in the Miller Turcotte Pit on Rantz Road. Mr. Bell explained that the proposed upgrade and relocation of the asphalt plant conforms to the Town's Official Plan; complies with the site specific and general zoning provisions; complies with the Aggregate Resources Act requirements, complies with the Site Plan of the Licence; and will be subject to the operational requirements of an Environmental Compliance approval from the Ministry of the Environment. Tom Jones, Bill Kasper, and Jason Roesner of Miller Paving were also present to answer any questions from Council.

Discussion took place regarding the size of the new plant and truck traffic. It was noted the new plant will be two metres above the water table and will be located approximately 190 metres north of the old plant (Mr. Bell to provide exact distance to Town staff). Miller Paving would like to have the plant operational this summer.

PLANNING

1. Activity Report – January 2013

MOVED BY: Treena Lemay
SECONDED BY: Murray Rutz

That the Planning & Emergency Planning monthly report for January be accepted as information.

CARRIED

2. PL#5/13 – Zoning By-law Amendment Application – Shames Road

It was noted the public meeting to hear the application has been scheduled for March 4, 2013. The report was received for information.

FIRE DEPARTMENT

1. Activity Report – January 2013

Chief Steve Knott provided an overview of his report. Chief Knott reported the last structural fire to occur in the Town of Petawawa was in September 2012.

MOVED BY: Tom Mohns
SECONDED BY: Theresa Sabourin

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

CARRIED

2. Fire Prevention Report – January 2013

Chief Knott provided an overview of his report.

MOVED BY: Tom Mohns
SECONDED BY: Theresa Sabourin

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

CARRIED

3. Renfrew County Mutual Aid Program – Correspondence from Warden Peter Emon

The correspondence was received for information.

4. FD-02-13 – Municipal/MNR Forest Fire Management Agreement Renewal

Chief Knott provided an overview of his report. Chief Knott indicated the Town took advantage of the agreement during the 2012 Easter weekend when there was a fire that the Ministry of Natural Resources (MNR) suppressed. He noted the fees charged to the Town were approximately \$7,000; the fees would have been closer to \$14,000 if there was no agreement between the Town and the MNR.

MOVED BY: James Carmody
SECONDED BY: Murray Rutz

That Council approves the request to extend the Forest Fire Management Agreement with the Ministry of Natural Resources.

CARRIED

5. FD-03-13 – Aircraft Rescue and Firefighting Response at the Pembroke Airport

Chief Knott reported that the Department of National Defence will no longer be providing Aircraft Rescue and Firefighting response at the Pembroke Airport during CC-130 and CC-177 flight operations. Chief Knott indicated he will be contacting the airport manager to review their emergency plan. The report was received for information.

6. FD-04-13 – Resignation of Captain Shawn Stencill

MOVED BY: Murray Rutz
SECONDED BY: James Carmody

That Council accepts with regret the resignation of Captain Shawn Stencill.

CARRIED

ECONOMIC DEVELOPMENT

1. Activity Report – January 2013

Christine Mitchell, Economic Development Assistant, provided an overview of her monthly report.

MOVED BY: Theresa Sabouin
SECONDED BY: James Carmody

That the Economic Development monthly report for January be accepted as information.

CARRIED

2. ED-01-13 – Beautification Project at Laurentian Drive – additional elements

Christine Mitchell reported the initial budget for a sculpture as part of the Laurentian Drive Beautification project was \$10,000 with the sculpture to be installed by July 2013. After initial meetings, it was discovered the reality of this price structure and the timeframe for the proposed work would cost considerably more and take longer to produce. Ms. Mitchell reported that a local resident has offered to create a bronze sculpture with a price tag of between \$65,000 and \$100,000 with delivery not until mid to late 2014.

At this point, David Unrau arrived at the meeting (7:35 p.m.).

Council agreed that the new price is out of reach. Staff was directed to conduct further research and consider other options, such as a wooden sculpture. Staff was directed to look at local sculptors and their products, and possibly issue a Request for Proposal for the design of a sculpture.

3. ED-02-13 – I Love Petawawa Campaign

Christine Mitchell provided an overview of her report. She noted the goal of the “I Love Petawawa Campaign” is to have local residents and visitors to the area comment and post pictures on what they love most about Petawawa. The campaign falls under the Strategic Objective #4 and reinforces the Dynamic by Nature motto as well as the Live Work and Play theme that the Town has adopted.

MOVED BY: Theresa Sabourin

SECONDED BY: Frank Cirella

That Council approves the logo for the “I Love Petawawa” campaign;
And that Council directs staff to continue to develop and implement the campaign.

CARRIED

4. ED-03-13 – VIC Operations 2013

Christine Mitchell provided an overview of her report. Discussion took place regarding signage on Highway 17; Ms. Mitchell noted the OVTA will be helping with signage to direct people to the proposed Visitor Information Centre.

MOVED BY: Theresa Sabourin

SECONDED BY: Frank Cirella

That Council approves a pilot program Visitor Information Centre (VIC) to be located in the corridor between the Civic Centre and the Public Library;

And that Council approves the pilot program be administered and supervised by the Economic Development Department and authorize the Department to make a request for a student grant under the Canadian Summer Student Program closing February 28, 2013;

And that Council approves reserve funding, in the 2013 Economic Development budget, in the amount of \$6,500 for the summer student should the request for funding be denied or only partially funded by the Canadian Summer Student Program.

CARRIED

PARKS AND RECREATION

1. Activity Report – January 2013

Kelly Williams, Manager of Parks and Recreation, provided a brief overview of the Parks and Recreation monthly report for January.

MOVED BY: Tom Mohns
SECONDED BY: Treena Lemay

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

CARRIED

2. PR-03-13 – Civic Centre Designated Smoking Area

Kelly Williams reported that he was unable to locate a satisfactory second designated smoking area on the Civic Centre property within the guidelines of the draft by-law to regulate and prohibit smoking on municipally owned property in the Town of Petawawa.

Councillor Cirella felt the best approach would be to develop a policy for “smoke-free events” as opposed to having a by-law in place.

MOVED BY: Treena Lemay
SECONDED BY: Murray Rutz

That Council approve only one designated smoking area for the Civic Centre property, being the location presented to Council on December 10, 2012 (near the secondary access to soccer field #1).

CARRIED

Staff was directed to monitor the site for adequacy/functionality after the by-law is adopted by Council. Staff was further directed to conduct a public education campaign including appropriate signage for the designated smoking areas at the Civic Centre property, Petawawa Point, and Centennial Park.

3. PR-04-13 – Special Event Policies and Procedures Manual

Kelly Williams presented the proposed changes to the policy as directed from the February 4, 2013 meeting.

Councillor Sabourin requested that the policy be further amended to retain the 12 accessible spaces at the Civic Centre property during a special event as well as to include a pick-up/drop-off area for people with disabilities.

MOVED BY: Treena Lemay
SECONDED BY: Murray Rutz

That Council approves and adopts the Special Event Policies and Procedures Manual as amended with Councillor Sabourin’s comments regarding accessibility.

CARRIED

PUBLIC WORKS

1. Activity Report – January 2013

David Unrau, Director of Public Works, provided an overview of the monthly report and reported the department plowed eight times and sanded/salted the roadways eleven times in January.

MOVED BY: Frank Cirella

SECONDED BY: Murray Rutz

That the Public Works monthly report for January be accepted as information.

CARRIED

2. Waterworks Monthly Report – January 2013

David Unrau provided an overview of the monthly report and highlighted the regular preventative maintenance conducted by OCWA.

MOVED BY: Theresa Sabourin

SECONDED BY: Frank Cirella

That the Waterworks monthly report for January be accepted as information.

CARRIED

3. Capital Project Update

David Unrau reported on the syphon chamber flow meter project. The report was received for information.

4. PW-01-2013 – Purchase of a Slide-in-Sanding Unit for 1 Ton Dump Truck

David Unrau presented the report requesting permission to purchase a slide-in-sanding unit at an approximate cost of between \$6,500 and \$7,000.

MOVED BY: Treena Lemay

SECONDED BY: Tom Mohns

That Council approves the request to purchase a slide-in-sanding unit as outlined in Report #PW-01-2013, subject to staff obtaining two separate quotes for the purchase.

CARRIED

5. PW-02-2013 – Capital Pre-Approval

David Unrau presented his report requesting capital pre-approval for three projects as the construction season is short and it is essential that several projects be designed and tendered prior to the construction season starting in early spring.

MOVED BY: Theresa Sabourin

SECONDED BY: Murray Rutz

That Council approves the request as outlined in Report #PW-02-2013 to proceed with the tender call for the following projects:

Herman Street – Phase 3;

Sylvan Drive – Phase 2; and

Janet Street Watermain Extension.

CARRIED

6. PW-03-2013 – Capital Pre-Approval – Water Treatment Plant

David Unrau provided an overview of his report requesting capital pre-approval to proceed with the tender call to replace the existing 500mm water main header at the Water Treatment Plant.

MOVED BY: Theresa Sabourin

SECONDED BY: James Carmody

That Council approves the request to proceed with the tender call to replace the existing 500mm Water Main header as outlined in Report #PW-03-2013.

CARRIED

FINANCE & MANAGEMENT

1. CAO-04-2013 – January 2013 Activity Report

MOVED BY: Murray Rutz

SECONDED BY: Frank Cirella

That the Administration report for January be accepted as information.

CARRIED

2. Accounts Payable

MOVED BY: Theresa Sabourin

SECONDED BY: James Carmody

That the general cheque #'s 14759 to 14944 in the amount of \$1,190,870.35 be passed by Council and paid by the Treasurer.

CARRIED

3. 2012 Statement of Council and Board Remuneration and Expenses

Daniel Scissons, Treasurer/Deputy CAO, presented his report.

MOVED BY: James Carmody

SECONDED BY: Murray Rutz

That Council approves and accepts the 2012 Statement of Council and Board Remuneration and Expenses report as presented.

CARRIED

4. 2012 Audit Responsibilities – Welch LLP

Received for information.

5. Request for Annual Funding – Petawawa Heritage Society

Staff was directed to bring this item forward to be discussed during the 2013 Budget deliberations.

At this point, Councillor Cirella left the Council Chambers due to his declared pecuniary interest.

6. ADMIN-01-2013 – Lottery Licensing Fees

Dawn Recoskie, Deputy Clerk, provided an overview of her report. She explained according to Section 17 of *Order in Council 1413/08* the maximum fees that may be charged for the issuance of lottery licences is 3% of the value of the prize. Municipalities may charge a lower fee than set out in the *Order in Council* but municipalities cannot charge a higher fee.

MOVED BY: Murray Rutz

SECONDED BY: James Carmody

That Council approves Option #3 contained within Report #ADMIN-01-2013 to set the lottery licensing fees in accordance with Section 17 of *Order in Council 1413/08* as follows:

Where the prize value is \$1,500.00 or less the license fee will be 3% of the value of the prize up to a maximum licence fee of \$30.00 for all lottery schemes; and where the prize value is over \$1,500.00 the licence fee will be 3% of the value of the prize up to a maximum licence fee of \$500.00 for all lottery schemes.

And that the change in lottery licensing fees be effective immediately, with By-law 313/04 to be amended at a future date once all fees contained within the by-law have been reviewed by the appropriate staff and a formal recommendation made to Council.

CARRIED

At this point, Councillor Cirella returned to the Council Chambers.

CLOSED SESSION

There was no closed session.

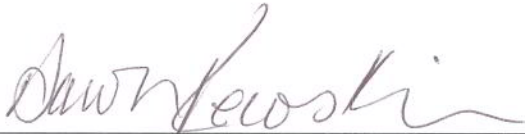
ADJOURNMENT

MOVED BY: Murray Rutz
SECONDED BY: Frank Cirella

That the meeting be adjourned.

CARRIED

The meeting adjourned at 9:07 p.m.

A handwritten signature in dark ink, appearing to read "Dawn Keston", is written over a horizontal line.

Deputy Clerk