

TOWN OF PETAWAWA

COUNCIL-IN-COMMITTEE

Present:	Mayor Bob Sweet Councillor James Carmody Councillor Murray Rutz Councillor Gary Serviss	Deputy Mayor Tom Mohns Councillor Treena Lemay Councillor Theresa Sabourin
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Also Present:	Daniel Scissons Cyndy Phillips Karen Cronier Annette Mantifel Pat Mons Bob Hackett Jennifer Turcotte David Grady Sean Chase Patricia Leboeuf	Christine Mitchell Kelly Williams David Unrau Wayne Bando Marc Tremblay LCol Scott Campbell Ed Chow Joe McDonald Kyle Robinson
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The Council-in-Committee meeting was opened by the Mayor at 6:30 p.m.

DISCLOSURE OF PECUNIARY INTEREST

There were no disclosures of pecuniary interest.

PRESENTATIONS

1. Recognition Presentation for 150th Anniversary Volunteers

Kelly Williams, Manager of Parks and Recreation and Chair of the 150th Anniversary of the Town of Petawawa, presented prints, signed by the Organizing Committee, in recognition of the outstanding partnerships and involvement throughout the celebration. Lieutenant Colonel Scott Campbell, accepted on behalf of Garrison Petawawa, Marc Tremblay and Bob Hackett, accepted on behalf of the Petawawa Heritage Village and Pat Mons was recognized for his organization of one of the largest parades that Petawawa has ever seen. The Garrison was congratulated on the SkyHawks performance, the CF18 Cockpit, the Chinook helicopter and military displays that proved to be a huge draw for the visitors. The Petawawa Heritage Village was recognized for their interactive displays, perfectly portraying the “Then” portion of the 150th Anniversary theme, “Then, Now & Tomorrow”. Mayor Bob Sweet took the opportunity to congratulate Ann McIntyre on receiving the Warden’s Community Service Award for Individual contribution. Mayor Sweet noted that Ms. McIntyre accepted the award on behalf of all the volunteers at the Petawawa Heritage Village.

PARKS & RECREATION

1. Activity Report – November 2015

Kelly Williams, Manager of Parks & Recreation, provided an overview of the monthly report. Mr. Williams reported that the recreational guide will incorporate the Town Times and become a more comprehensive community guide. Mr. Williams highlighted some recent meetings with the Petawawa Heritage Village and the Petawawa Ski and Snowboard Club. Mr. Williams discussed the creation of a Seniors Recreation Advisory Committee, an outcome of the Age Friendly Community survey. Mr. Williams discussed the recent inter-municipal arena meeting and noted some of the difficulties municipalities are facing with respect to their arenas.

MOVED BY: Murray Rutz
SECONDED BY: Gary Serviss

That the Parks & Recreation monthly report for November be accepted as information.

CARRIED

2. Letter from the Clouthier Family Reunion Committee

Received for information.

3. Parks & Recreation Budget Report

Received for information.

PLANNING

1. Activity Report – November 2015

Karen Cronier, Planning Coordinator, provided an overview of the monthly report for November. Ms. Cronier reported that the Mitsubishi agreement will be prepared and delivered before the end of the week. Ms. Cronier also indicated that comment on the extension of the Church of Jesus Christ of Latter Day Saints closes December 8th and that a summary letter will be sent by the end of the week. Ms. Cronier also reported that a table top emergency planning exercise titled “Business as Usual” was conducted on November 27th and that staff took training on note taking.

MOVED BY: Theresa Sabourin
SECONDED BY: Treena Lemay

That the Planning and Emergency Planning monthly report for November be accepted as information.

CARRIED

2. PL-40-15 – Consent Applications B116/15, B117/15 and B118/15 D.C. Hawkins Holdings Ltd. Part of Lot 20, Concession 7 Doran Road

Karen Cronier provided an overview of the report indicating that the effect of the application is to create three residential lots and one retained lot with the intent to construct two semi-detached dwellings with two shared driveways. Ms. Cronier noted that this application was approved in 2012 but had lapsed, it is being brought forward a second time without any modifications.

MOVED BY: James Carmody

SECONDED BY: Murray Rutz

That Council supports the consent applications B116/15, B117/15 and B118/15 on condition that a registered plan of survey is prepared for each lot.

CARRIED

3. PL-41-15 – Consent Application B127/15 Petawawa Housing Corporation Part of Lot 2 Concession 8 Victoria Street

Karen Cronier explained the purpose and effect of the application is to sever a 0.645 acre parcel of land for mortgage purposes. Ms. Cronier noted that an addition to the existing complex is proposed for 18 units.

MOVED BY: Treena Lemay

SECONDED BY: Tom Mohns

That Council supports the approval of consent application B127/15 on condition that:

- 1) A registered plan of survey is prepared;
- 2) The applicant submits a site plan application and enters into a site development agreement with the Town; and
- 3) The applicant enters into a shared service agreement and blanket easement agreement as required.

CARRIED

4. Planning Budget Report

Received for information.

5. Building Department Activity Report – November 2015

Karen Cronier presented the Building Department monthly report. Ms. Cronier noted the decrease in number of permits this year over last. Councillor Lemay requested a comparative review of the long term housing projections as identified by the County of Renfrew Planning Department and the actual new builds within the

Town. Ms. Cronier indicated that she would speak with the County and report back to Council.

MOVED BY: Theresa Sabourin
SECONDED BY: James Carmody

That the Building Department monthly report for November be accepted as information.

CARRIED

6. Building Department Budget Report

Received for information.

PUBLIC WORKS

1. Activity Report – October & November 2015

David Unrau, Director of Public Works, provided an overview of the monthly report for October. Mr. Unrau reported that seasonal road and sidewalk maintenance were completed, in addition to clean up, resulting from an October 15th wind storm.

MOVED BY: Tom Mohns
SECONDED BY: Murray Rutz

That the Public Works monthly reports for October be accepted as information.

CARRIED

David Unrau, provided an overview of the monthly report for November. Mr. Unrau reported that a rain and wind storm on November 6th required staff to conduct additional clean up throughout the Town. Mr. Unrau reported that three damaged fire hydrants were replaced.

MOVED BY: James Carmody
SECONDED BY: Murray Rutz

That the Public Works monthly reports for November be accepted as information.

CARRIED

2. PW-35-2015 – Facility Condition Assessments

David Unrau provided an overview of the report. Mr. Unrau noted that the findings included in the report are preliminary. The Facility Condition Index (FCI) is used as an industry standard and calculates the condition of the building by dividing the maintenance, repair and replacement deficiencies by the current replacement value

of the facility. The report also considered the costs of resolving these maintenance issues over a 20 year term. The concern expressed by several Councillors was the threshold at which it is better to build new than continue to maintain an already aged and non-user friendly facility. Further data and a final report will be forthcoming.

The report was received for information.

3. PW-36-2015 – Tender PW-06-2015, Municipal Building Front Entrance Upgrades – Accessibility

David Unrau provided an overview of the report.

MOVED BY: Treena Lemay

SECONDED BY: Murray Rutz

That Council supports the recommendation that Tender PW-06-2015, Municipal Building Front Entrance Upgrades, be cancelled and retendered in 2016.

CARRIED

4. PW-37-2015 – Tender PW-14-2015, Diesel Generators for Municipal Office and Renfrew Pumping Station

David Unrau provided an overview of the report. Mr. Unrau reported that the tender was divided into two parts, the manufacture and supply of the generator and the installation. Based on third party review of the tenders, conducted by R.V. Anderson Associated Limited, it recommended, that the Town proceed with the proposal from Cummins Eastern Canada LP.

MOVED BY: Treena Lemay

SECONDED BY: Theresa Sabourin

That Council approves the award of PW-14-2015, Diesel Generators for Municipal Office and Renfrew Street Pumping to Cummins Eastern Canada LP in the amount of \$185,159.00 + HST.

CARRIED

Mr Unrau indicated that the units should be manufactured and ready for March 2016; a tender for the installation will coincide with the anticipated delivery.

5. PW-38-2015 – Petawawa Boulevard – Mr. McDonald email 2015 November 22

David Unrau reported that the letter received from Mr. McDonald had been forwarded to the County as Petawawa Boulevard is an upper tier road. The County has requested comment from Petawawa Council. Councillor Lemay indicated that the Speed Awareness Monitor did capture some traffic data in both directions of Pine View School and that data was forwarded to the OPP and could be used by the County. Mayor Sweet and Councillors Carmody and Sabourin indicated their

opposition to a speed limit reduction. Councillor Serviss expressed concern for the safety of children crossing Petawawa Boulevard.

6. Capital Projects Update – November 2015

David Unrau provided an overview of the report, indicating that the backwash at the Water Treatment Plant began in December. East Street sidewalk and generator projects will be deferred to 2016. Victoria Street sanitary expansion and James Street are all in design phases, and Phase 2 of Civic Centre Road reconstruction will be part of the 2016 budget discussion. Mr. Unrau reported that he had a meeting with McIntosh Perry on December 18th on the sand and salt storage dome project. With respect to the streetlight conversion, all but 20 of 790 lights within the Town limits have been converted to LED. The project is expected to have a five year return on investment. There is an estimated 68% reduction in electricity expense annually and significant savings in yearly maintenance costs.

David Unrau reported that the Ministry of Transportation (MTO) was contacted regarding heavy truck use along Black Bay Road. MTO conducted a blitz in November and noted a number of infractions. MTO has confirmed they will increase their presence in this area.

David Unrau reported that he met with representatives of the Keetna and Snow County OFSC District 6 regarding issues of snowmobile use along Black Bay Road. It was noted that the trail is continuous yet ungroomed. Mr. Unrau received confirmation that the rules of the Motorized Snow Vehicles Act and the Highway Traffic Act must be adhered to in these sections. Mr. Unrau also discovered that the Garrison often uses this stretch of trail for training purposes. The Clubs have indicated they will increase signage and inform their membership. Mr. Unrau will correspond with the Garrison and Mr. John Lloyd.

MOVED BY: James Carmody
SECONDED BY: Gary Serviss

That the Capital Projects Update for November be accepted as information.

CARRIED

7. Waterworks Monthly Report – October 2015

David Unrau provided an overview of the report submitted by OCWA.

MOVED BY: Murray Rutz
SECONDED BY: James Carmody

That the Waterworks Monthly Report for October be accepted as information.

CARRIED

8. Public Works Budget Report

Received for information.

9. Sewage System Budget Report

Received for information.

10. Waterworks Budget Report

Received for information.

ANIMAL CONTROL/BY-LAW ENFORCEMENT

1. Activity Report – November 2015

Daniel Scissons, CAO/Clerk, presented the monthly report.

MOVED BY: Theresa Sabourin

SECONDED BY: Tom Mohns

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

CARRIED

2. MLEO-09-15 – Taxi Licences - Applications 2016

Daniel Scissons presented the report.

MOVED BY: Murray Rutz

SECONDED BY: Gary Serviss

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

CARRIED

3. Animal Control/By-law Enforcement Budget Report

Received for information.

FINANCE AND MANAGEMENT

1. Accounts Payable – November 2015

Annette Mantifel, Treasurer, presented the report.

MOVED BY: Treena Lemay
SECONDED BY: James Carmody

That the general cheque #'s 21289 to 21517 in the amount of \$1,561,527.91 be passed by Council and paid by the Treasurer.

CARRIED

2. FM-07-15 – 2015 Property Tax Write-Offs

Annette Mantifel presented the report.

MOVED BY: Tom Mohns
SECONDED BY: Theresa Sabourin

That Council approves the list of 2015 property taxation write-offs in the amount of \$2,266.82 pursuant to the Municipal Act, 2001, S.O. 2001, Sections 357 and 358 and the Assessment Act, R.S.O. 1990, Sections 39.1 and 40.

CARRIED

3. FM-08-15 – Petawawa Housing Corporation Request – Water, Sewer, Garbage Collection and Development Charges

Annette Mantifel brought forward the written request from the Petawawa Housing Corporation (PHC), located at 1145 Victoria Street. The PHC is in the process of planning the construction of a 14 unit addition with the assistance of an “affordable housing” grant. Part of the grant condition includes the requirement for the municipality to pass a by-law providing tax relief to the new development. This tax relief is equivalent to the assessment differential between the multi-residential and residential classes for a term of 20 years. In addition to the assessment savings, the PHC’s Board has submitted another request to Council to waive the normal development charges for the proposed addition as well as to delay the implementation of water, sewer and garbage collection charges for the first year of operation.

Annette Mantifel presented the financial implications of the request in a report. The savings realized through the delayed implementation of the water, sewer and garbage charges for the first year of operation and the waiving of development fees would amount to approximately \$40,000.00.

Mayor Sweet provided some background information on this project, indicating that the PHC affordable housing project was ranked third in the County during an initial intake, five years ago. Petawawa is now in a position to be the recipient of \$2 million in affordable housing funding. There are however, considerations the applicant must meet to be the successful recipient. These conditions include the municipality passing a by-law providing tax relief to the new development equivalent to the assessment differential between the multi-residential and residential classes for a term of 20 years. Additionally, the rental rates must remain

20% less than the comparable market rate for similar accommodations, as determined by the Canada Mortgage and Housing Corporation. This creates a shortfall in future maintenance expenses. This is where the applicant's business plan needs to show sustainability with very limited revenue.

MOVED BY: Treena Lemay
SECONDED BY: James Carmody

That Council deny the request from the Petawawa Housing Corporation to waive water, sewer, garbage collection and development fees associated with the proposed new addition.

A recorded vote was requested by Councillor Treena Lemay.

NAME	FOR	AGAINST
Treena Lemay	X	
James Carmody	X	
Tom Mohns	X	
Murray Rutz	X	
Theresa Sabourin	X	
Gary Serviss	X	
Bob Sweet		X

CARRIED 6 TO 1

Following the recorded vote, Deputy Mayor Mohns questioned if there were other ways that the PHC could make up the \$40,000.00 shortfall in operational costs that were identified in their business plan, rather than Council setting a precedent by waiving development fees and delaying associated charges.

Ed Chow, Treasurer, for the PHC, requested the opportunity to speak to Council (8:58 p.m.).

Pursuant to Procedural By-law 550/09, Section D (25), delegations not on the agenda may be heard by leave of Council.

MOVED BY: Gary Serviss
SECONDED BY: Tom Mohns

That Ed Chow be permitted to address Council concerning the proposed development of the Petawawa Housing Corporation.

CARRIED

Mr. Chow suggested that the process for facilitating the request would be to charge the PHC the full associated fees and then offer a grant of the same amount to offset the expense, as is the procedure for providing property tax relief.

Council recommended that the PHC explore options with the CAO/Clerk and Treasurer for non-precedent setting ways to possibly identify a funding process to assist the PHC complete their business plan.

4. FM-09-15 – Unexpended 2015 General Budget Funds

Annette Mantifel presented the report.

MOVED BY: Tom Mohns
SECONDED BY: Gary Serviss

That Council approves that 2015 budgeted transfers from departmental reserves/reserve funds be amended as follows:

- 1) Development Charges – Fire from \$30,000.00 to \$0 for the Master Fire Plan
- 2) Development Charges – Fire from \$246,989.00 to \$244,412.37 for the 2015 Spartan Pumper Fire Truck
- 3) Ind/Eco Dev Reserve Fund from \$6,065.00 to \$4,664.00 for balance of Landfill Site Impact Study
- 4) Parks Reserve Fund from \$24,692.42 to \$28,256.98 for Centennial Park improvements

Further that the following unspent amounts be transferred into reserves/reserve funds as follows:

- 1) Reserve – Administration \$11,934.00 for accessibility upgrades to the exterior entrances at the Town Office
- 2) Ind/Eco Dev Reserve Fund \$9,807.70 for the Murphy Road beautification project

CARRIED

2. Budget Reports (Council & Administration)

Received for information.

ECONOMIC DEVELOPMENT

1. Activity Report – November 2015

Cyndy Phillips, Economic Development Officer, provided an overview of the monthly activity and website analytic report. Ms. Phillips reported that she attended a media day at Garrison Petawawa, a Tourism Investment Readiness workshop in Kingston and various meetings with Town staff regarding shared files. Ms. Phillips noted the release of the new website and app Ms. Phillips invited Council to participate in the next Upper Ottawa River Race & Paddle Festival scheduled for August 5-7, 2016.

MOVED BY: Theresa Sabourin
SECONDED BY: James Carmody

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

CARRIED

2. Economic Development Budget Report

Received for information.

CLOSED MEETING

MOVED BY: Gary Serviss
SECONDED BY: James Carmody

That the meeting be closed pursuant to Section 239 (2) (c) of the *Municipal Act, S.O. 2001, c.25* to discuss a proposed or pending acquisition or disposition of land by the municipality or local board, regarding a potential disposition of municipal property.

CARRIED

Council went into closed session at 9:19 p.m.

Council reconvened to open session at 9:40 p.m.

BUSINESS ARISING FROM CLOSED SESSION

A closed meeting was held. The item discussed was a potential disposition of municipal property. Direction was given to the CAO/Clerk. There is nothing further to report.

ADJOURNMENT

MOVED BY: Gary Serviss
SECONDED BY: Murray Rutz

That the meeting be adjourned.

CARRIED

The meeting adjourned at 9:41 p.m.



Clerk