

**TOWN OF PETAWAWA**  
**COUNCIL-IN-COMMITTEE**

<b>Present:</b>	<b>Mayor Bob Sweet</b> <b>Councillor James Carmody</b> <b>Councillor Murray Rutz</b> <b>Councillor Gary Serviss</b>	<b>Deputy Mayor Tom Mohns</b> <b>Councillor Treena Lemay</b> <b>Councillor Theresa Sabourin</b>
<b>Also Present:</b>	<b>Daniel Scissons</b> <b>Steve Knott</b> <b>David Unrau</b> <b>Karen Cronier</b> <b>Stéphane Dubuc</b> <b>Kimberley Hunton</b> <b>Joe McDonald</b> <b>Maria Morena-Church</b> <b>Celina Ip</b>	<b>Dawn Recoskie</b> <b>Craig Proulx</b> <b>Kelly Williams</b> <b>Annette Mantifel</b> <b>Kirk Lavallee</b> <b>David Krajaefski</b> <b>Victoria Morena</b> <b>Marie-Philip Landry</b>

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. Project Assist Funding Presentation – Kirk Lavallee, Enbridge Gas Distribution and Stéphane Dubuc, Office of the Fire Marshal and Emergency Management

Fire Chief Steve Knott and Deputy Fire Chief Craig Proulx accepted funds from the Project Assist program, in the amount of \$5,000.00, which aims to help fire departments purchase firefighting training materials. Representatives from Enbridge Gas Distribution, who funds the program, and the Office of the Fire Marshal and Emergency Management, who administers the program, were on site to make the presentation.

Mayor Sweet thanked those present for their financial assistance ensuring enhanced education and awareness support to fire departments for whom health and safety is vitally important.

2. Active Transportation Presentation – Kimberley Hunton, P. Eng., Senior Project Manager, Transportation Planning Division WSP

Mayor Sweet introduced Kimberley Hunton of WSP who provided Council with a presentation summarizing the contents of the draft Active Transportation Plan (ATP). The overview provided information on the project parameters, the ATP

vision and goals, the outcomes of the consultations, network development process, and proposed phase priorities for both active transportation and sidewalk networks. The overview also highlighted options and key recommendations for priority areas.

Council has the opportunity to provide input into the ATP prior to a final version being prepared for their endorsement in the coming weeks.

Mayor Sweet thanked Ms. Hunton for such a thorough and extensive ATP presentation and guiding document for future development opportunities.

## **FIRE DEPARTMENT**

### 1. Activity Report – July 2018

Deputy Fire Chief Craig Proulx provided an overview of the monthly report. Deputy Chief Proulx reported two structural fires, mutual aid service, a motor vehicle response, three false alarm calls and attendance at nine open air burning infractions during the fire ban with seven fines being levied. In addition, there were four calls regarding grass fires and three miscellaneous call responses. Deputy Chief Proulx also highlighted platoon training with a focus on automobile extrication and highlighted ongoing equipment and vehicle maintenance.

Deputy Chief Proulx did inform Council that the fire ban was lifted by Fire Chief Steve Knott on Friday, August 10, 2018 at 4:00 p.m. in response to the end of the Restricted Fire Zone for the region.

**MOVED BY: Murray Rutz**  
**SECONDED BY: James Carmody**

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

**CARRIED**

### 2. Fire Inspections and Activities Report – July 2018

Deputy Chief Proulx reported on fire inspections and the issuance of fines for recreational burning during a fire ban.

**MOVED BY: Tom Mohns**  
**SECONDED BY: Theresa Sabourin**

That the Fire Inspections and Activities report for July be accepted as information.

**CARRIED**

### 3. Fire Protection Budget Report

Received for information.

## **PUBLIC WORKS**

### 1. Monthly Report – August 2018

David Unrau, Director of Public Works, provided an overview of the monthly report. Mr. Unrau reported the tender for Norman and Edith Streets closed on August 9, 2018. The County continues to grade and install limestone screening and compacting on the Algonquin Trail. Mr. Unrau further highlighted other projects in various phases of completion or award.

**MOVED BY: James Carmody**  
**SECONDED BY: Gary Serviss**

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

**CARRIED**

### 2. PW-19-2018 – Leeder Lane and Civic Centre Road Speed Limits

David Unrau provided an overview of the report citing the similar reduced speed posted for Our Lady of Sorrows and Herman Street school areas.

**MOVED BY: Theresa Sabourin**  
**SECONDED BY: Treena Lemay**

That Council approves the change in the speed limit from 50 km/hr to 40 km/hr for Leeder Lane and a portion of Civic Centre Road and that staff prepare the necessary by-law for Council's endorsement.

**CARRIED**

### 3. Operations Activity Report – July 2018

David Unrau provided an overview of the monthly report. Mr. Unrau highlighted the annual preventive maintenance and rustproofing program for Public Works and Fire Department vehicles. Mr. Unrau also reported 84 locates were completed for residents, utility companies and contractors.

**MOVED BY: Gary Serviss**  
**SECONDED BY: Murray Rutz**

That the Operations monthly report for July be accepted as information.

**CARRIED**

### 4. Water and Wastewater Monthly Report – June 2018

David Unrau provided an overview of the report submitted by OCWA. Mr. Unrau reported there were zero adverse water quality incidents and both facilities were 100% compliant in meeting all legislative requirements in June.

**MOVED BY: James Carmody**  
**SECONDED BY: Theresa Sabourin**

That the Water and Wastewater monthly report for June be accepted as information.

**CARRIED**

5. Public Works Budget Report

Received for information.

6. Sewage System Budget Report

Received for information.

7. Waterworks Budget Report

Received for information.

**PARKS AND RECREATION**

1. Activity Report – June and July 2018

Kelly Williams, Manager of Parks and Recreation, provided an overview of the monthly reports. Mr. Williams highlighted facility rentals, staff training, park maintenance initiatives, including the stone ribbon and boardwalk installations at Petawawa Point as well as the dock extension. Mr. Williams cited attendance figures for the various summer camps and day activities and provided highlights of the Canada Day event. Mr. Williams reminded Council and residents of the Get to the Point event scheduled for Saturday, August 25, 2018.

**MOVED BY: Theresa Sabourin**  
**SECONDED BY: James Carmody**

That the Parks and Recreation monthly reports for June and July be accepted as information.

**CARRIED**

2. PR-06-2018 – RFP Award – Civic Centre Pylon Sign

Kelly Williams provided an overview of the report. Mr. Williams highlighted the RFP process, evaluation criteria, review of submitted proposals and provided Council with a recommendation regarding the engagement of Lovett Signs to facilitate the pylon sign at the Petawawa Civic Centre. This project was budgeted and has been supported with a contribution from the Petawawa Civic Centre Fundraising Committee in the amount of 50% of the project total (including electrical work).

**MOVED BY: Murray Rutz**  
**SECONDED BY: James Carmody**

That Council awards the contract for the design, supply and installation of a pylon sign at the Petawawa Civic Centre to Lovett Signs for a price of \$66,225.00 exclusive of HST.

**CARRIED**

3. Parks and Recreation Budget Report

Received for information.

**PLANNING AND DEVELOPMENT**

1. Planning and Development Activity Report – July 2018

Karen Cronier, Director of Planning and Development, provided an overview of the monthly report. Ms. Cronier reported on zoning by-law amendments in consideration including proposed revisions to the parking by-law and secondary dwelling units. Ms. Cronier reported a request has been received from the developer of Radtke Estates Subdivision to lift the holding symbol. Ms. Cronier advised the site plan for Boston Pizza will be discussed this evening and a minor variance was granted for the project on August 7, 2018, which is still subject to a 20 day appeal period.

**MOVED BY: Gary Serviss**  
**SECONDED BY: Murray Rutz**

That the Planning and Development monthly report for July be accepted as information.

**CARRIED**

2. Building Activity Report – July 2018

Karen Cronier presented the Building monthly report for July.

**MOVED BY: Theresa Sabourin**  
**SECONDED BY: James Carmody**

That the Building monthly report for July be accepted as information.

**CARRIED**

3. PL-26-18 – Frank Durant Consent Application B13/18, Part of Lot 5, Range B, Airport Road

Karen Cronier provided an overview of the report. The purpose and effect of the amendment is to sever a 0.79 acres of land to be used for residential purposes. The proposed severed lot is designated Rural Residential under the Official Plan and is currently zoned Rural (RU). The retained lands are designated Rural Residential and Environmental Protection under the Official Plan and is zoned Rural (RU). Development is not permitted within the Environmental Protection designation. There is a house, workshop and shed already located on the retained lands and no new development is proposed.

**MOVED BY: James Carmody**  
**SECONDED BY: Theresa Sabourin**

That Council supports the granting of File B13/18 on the following conditions:

- 1) The applicant submit a draft survey identifying the location of the existing structures in relation to the new lot lines to ensure compliance with the setback requirements of the Zoning By-law;
- 2) That a rezoning of the severed portion from Rural (RU) to Residential One (R1) be completed; and
- 3) That the applicant enter into a development agreement in order to place a Notice on Title to warn of the potential issue with the aesthetic qualities of the water supply.

**CARRIED**

4. PL-27-18 – Allan and Nora Stewart Consent Application B27/18, Part Lots 3 and 4, Range A, 182 River Drive

Karen Cronier provided an overview of the report. The purpose and effect of the application is to create a 5.88 acre residential lot with a retained lot of 21.76 acres fronting River Drive. Both the severed and retained lands are designated Rural (RU) and Environmental Protection (EP) under the Official Plan and they are zoned Rural (RU) and Environmental Protection (EP) under the Zoning By-law. The area identified as being within the Environmental Protection Zone is located on the west side of the severed and retained lands. Development within the Environmental Protection Zone is not permitted.

**MOVED BY: Theresa Sabourin**  
**SECONDED BY: James Carmody**

That Council supports the granting of File B27/18 on the following conditions:

- 1) That a draft survey plan is submitted identifying the location of the new lot lines in relation to any existing buildings or structures on the subject property in order that the Town can ensure compliance with all setback requirements; and

- 2) That the Owner obtain a zoning by-law amendment to rezone the subject property from Rural to Residential One (R1).

**CARRIED**

5. PL-28-18 – Registration By-law for Second Dwelling Units

Karen Cronier provided an overview of the report. With Council's pending endorsement of a secondary dwelling unit by-law for the Town of Petawawa, it is recommended that a registration process be endorsed, allowing the Town to ensure that the secondary dwelling units meet all requirements under the Ontario Building Code or Fire Code, Electrical Safety Authority as well as the Zoning By-law. A draft of the proposed by-law was presented.

**MOVED BY: James Carmody**

**SECONDED BY: Gary Serviss**

That Council supports the registration of second dwelling units within the Town of Petawawa and agrees to implement a registration process through the passing of a Registration By-law. It is further endorsed that an Administration Fee associated with the Registration of Second Dwelling Units be waived for all applications submitted prior to January 1, 2020.

**CARRIED**

6. PL-29-18 – Site Plan Approval, Boston Pizza, Block 64, Plan 49M-50, 2939 Petawawa Boulevard

Karen Cronier provided an overview of the report. The proposed development is located on the easterly boundary at the intersection of Petawawa Boulevard and Limestone Trail. The proposed site is Phase 1 of a multi-phase development. The 1.59 acre site is presently vacant. The current proposal is for the commercial establishment Boston Pizza and a paved parking lot. The site is zoned Commercial (C), under the Zoning By-law and a restaurant is a permitted use. A minor variance was granted on August 7, 2018 to permit the location of the garbage enclosure and loading space within the front yard of the proposed development. The minor variance is subject to a 20 day appeal period.

Mr. David Krajaefski of Stantec Consulting was present to represent the developer, Mr. Denis Moncion. Mr. Krajaefski indicated it is Mr. Moncion's intention to have the restaurant operational this fall. Mr. Krajaefski thanked staff and Council for the expeditious review of the site plan application for the proposed Boston Pizza.

**MOVED BY: Murray Rutz**

**SECONDED BY: Gary Serviss**

That Council supports the granting of site plan approval for the Boston Pizza development that is to be located on Block 64, Plan 49M-50, known municipally as 2939 Petawawa Boulevard, subject to the applicant entering into a site development agreement with the Town. The minor variance must also be successfully obtained without appeal.

**CARRIED**

7. Budget Reports (Planning, Building, and Economic Development)

Received for information.

At this point, 9:23 p.m., Council passed a motion to extend the adjournment of the meeting.

**MOVED BY: Gary Serviss**  
**SECONDED BY: Murray Rutz**

That Council authorizes the extension of the Council-in-Committee meeting beyond 9:30 p.m. by majority vote in accordance with Section A (2) of Procedural By-law 550/09.

**CARRIED**

**FINANCE AND MANAGEMENT**

1. Accounts Payable – July 2018

Annette Mantifel, Treasurer, presented the report.

**MOVED BY: Theresa Sabourin**  
**SECONDED BY: Murray Rutz**

That the general cheque #'s 27912 to 28109 in the amount of \$1,715,098.93 be passed by Council and paid by the Treasurer.

**CARRIED**

2. FM-07-18 – Removal of Tax Exempt Portion of Council Remuneration

Annette Mantifel provided an overview of the report. Ms. Mantifel reported with the passing of the 2017 federal budget, it was announced that the one-third tax free exemption for municipal elected officials would be eliminated beginning 2019. Currently, members of Council receive one-third of their remuneration tax-free as adopted each year as part of the by-law setting remuneration and expenses for members of Council.

Ms. Mantifel explained the removal of the one-third tax free exemption will result in additional costs incurred for CPP and EHT as well as the loss of the HST benefit for the tax-exempt portion. It is estimated the removal of the one-third tax exemption and the additional costs for CPP, EHT as well as the loss of the HST benefit will cost the municipality approximately \$10,108.00 based on 2018 figures.

There is also the option for Council to increase their remuneration so that the net pay after deductions would be the same as what Council is receiving now with the



one-third tax exemption. If Council chooses this option, it will cost the municipality approximately \$36,163.00 based on 2018 figures.

The elimination of the one-third tax free exemption will be further discussed by Council during the 2019 budget deliberations, when a decision will be made on how to respond to the loss of the tax free exemption.

The report was received for information.

3. FM-08-18 – 2018 Water and Wastewater Funds

Annette Mantifel provided an overview of the report.

**MOVED BY: Treena Lemay**

**SECONDED BY: Murray Rutz**

That Council approves the transfer of \$331,418.11 into Reserve – Sewage Lifecycle, and the transfer of \$140,343.37 into Reserve – Water Lifecycle.

**CARRIED**

4. ADMIN-22-2018 – Animal Control/By-law Enforcement Activity Report-July 2018

Dawn Recoskie, Deputy Clerk, presented the report. Ms. Recoskie highlighted the increase in stray/loose animals and the issuance of three set fines to an individual for repeatedly breaching the Animal Control By-law with respect to his dog running at large and failing to register his pets. This individual was also invoiced for veterinarian care provided to his dog in accordance with Section 13.13 of Animal Control By-law 174/01. Ms. Recoskie noted 55 warnings were issued for watering on the wrong day and/or time, and 10 exemptions were provided to property owners to water newly laid sod or grass seed of substantial portion.

**MOVED BY: Theresa Sabourin**

**SECONDED BY: James Carmody**

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

**CARRIED**

5. Budget Reports (Administration, Animal Control/Bylaw Enforcement, and Council)

Received for information.

**GENERAL MATTERS**

There was nothing to report.

**CLOSED MEETING**

There was no closed meeting.

**ADJOURNMENT**

**MOVED BY: Gary Serviss**  
**SECONDED BY: Murray Rutz**

That the meeting be adjourned.

**CARRIED**

The meeting adjourned at 9:45 p.m.



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Clerk