

**TOWN OF PETAWAWA**

**COUNCIL-IN-COMMITTEE**

**Present:** Mayor Bob Sweet Deputy Mayor Tom Mohns  
Councillor James Carmody Councillor Murray Rutz  
Councillor Theresa Sabourin Councillor Gary Serviss

**Regrets:** Councillor Treena Lemay

**Also Present:** Daniel Scissons Dawn Recoskie  
David Unrau Karen Cronier  
Annette Mantifel Kelly Williams  
Peter Simcisko Matthew McLean  
Joe McDonald Rudy Kadlec  
Tina Peplinskie

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. Town of Petawawa Strategic Asset Management Policy – Watson & Associates Economists Ltd.

David Unrau, Director of Public Works, introduced Peter Simcisko, Senior Project Coordinator with Watson & Associates Economists Ltd. Mr. Simcisko provided an overview of the draft Strategic Asset Management Policy (SAMP) for Council. Mr. Simcisko explained SAMP is defined as a set of planned actions that will enable the assets to provide the desired level of service in a sustainable way, while managing risk, at the lowest lifecycle cost. Basically balancing lifecycle costs and levels of service. The SAMP is the Town's statement of the principles by which it will manage its assets, consistent with the organizational strategic plan; this document will articulate the Town's commitment to asset management and will outline how the asset management process will align with other strategic initiatives.

Under Ontario Regulation 588/17, the Town must have its SAMP completed by July 1, 2019; its comprehensive Asset Management Plan (current levels of service) completed by July 1, 2023; and its Asset Management Plan (proposed levels of service) completed by July 1, 2024.

Mr. Simcisko reported the SAMP will be brought back to Council in its final version in January 2019; subject to input received from Council and staff.

On behalf of Council, Mayor Sweet thanked Mr. Simcisko for his thorough presentation.

## **PLANNING AND DEVELOPMENT**

### 1. Planning and Development Activity Report – October 2018

Karen Cronier, Director of Planning and Development, provided an overview of the monthly report. Ms. Cronier reported the zoning by-law amendment for second dwelling units will come forward in December, noting an adjustment will need to be made to the 80% footprint/gross floor area proposal, as the calculation is not working out appropriately. Ms. Cronier reported building permits have been issued for Winter Summer Solutions and Boston Pizza. Correspondence was received from the Office of the Fire Marshal and Emergency Management stating the Town of Petawawa was in compliance with the Emergency Management and Civil Protection Act for the year 2017.

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

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

**CARRIED**

### 2. Building Activity Report – October 2018

Karen Cronier presented the Building monthly report for October.

**MOVED BY: Tom Mohns**  
**SECONDED BY: Gary Serviss**

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

**CARRIED**

### 3. PL-35-18 – Consent Files B62/18 & B63/18, Donald Rantz and Richard Rantz, Part of Lot 14, Concession 7, Rantz Road

Karen Cronier presented the report. Ms. Cronier explained the purpose and effect of the application is to sever two residential lots, each lot is proposed to be 1.95 acres in size.

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

That Council supports the granting of Consent Files B62/18 and B63/18 on condition that the subject lands are rezoned from Rural (RU) to Residential One (R1).

**CARRIED**

4. PL-36-18 – Consent Application B94/18, Lot Addition, Stephanie Kenny and Alex Podiluk, Part Lot 11, Lake Range, Gutzman Road

Karen Cronier provided an overview of the report. Ms. Cronier explained the purpose and effect of the application is to sever a 0.30 acre parcel of land to be added to the rear portion of the adjacent 1.78 acre residential lot. The lot addition proposes to enlarge the adjacent property owned by Marie-Helene de Vries. This lot addition would increase the property from 1.78 acres to 2 acres. There will be no change in the road frontage. There is an existing dwelling located on the subject property and the applicants are proposing the construction of a second dwelling unit.

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

That Council supports the granting of File B94/18, lot addition, on condition that the applicant submit a registered survey plan and confirmation that the lot addition and the lot being added to will be merged in title.

**CARRIED**

5. PL-37-18 – Request for Extension to Draft Plan Approval, Laurentian Highlands Subdivision File 47-T-14004, Part Lots 22, Concession 6

Karen Cronier presented the report.

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

That Council supports the extension of Draft Approval for the Laurentian Highlands Subdivision.

**CARRIED**

6. PL-38-18 – Economic Action Strategy

Karen Cronier presented the report. Ms. Cronier reported the strategic objectives contained in the Economic Action Strategy, which was prepared by MDB Insight, will guide the Economic Development Officer in supporting our local economy.

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

That Council endorses the Economic Action Strategy as the document that will facilitate and provide the guidance for economic development within the Town of Petawawa.

**CARRIED**

7. PL-39-18 – Planning for Cannabis, Retail Sales-Opting In or Opting Out

Karen Cronier provided an overview of the report. Ms. Cronier explained the purpose of the report is to provide information to Council on the regulatory framework and proposed funding, and Alcohol and Gaming Commission of Ontario (AGCO) licensing of retail cannabis storefronts. Council may consider this information when they are making a decision with respect to the permission of retail cannabis stores within municipal boundaries prior to January 22, 2019.

Ms. Cronier explained municipal governments have a one-time opportunity to opt-out of allowing retail cannabis stores in their communities. The decision to opt-out must be made by January 22, 2019. Unless a municipal government opts-out as per O. Reg. 468/18 s. 22, the municipality opts-in to recreational cannabis retail sales by default. The province has introduced a minimum distance of 150 metres between cannabis retail stores and schools. Private cannabis retailers are exempt from municipal business licensing and land use planning. This means that cannabis retail stores are to be permitted within commercial zones where retail uses are already permitted. All private recreational cannabis retail storefronts are to be stand-alone stores only. The AGCO will start accepting online applications from retailers to sell recreational cannabis on December 17, 2018. The first cannabis retail stores will open in the province on April 1, 2019.

The province has committed to providing \$40 million in funding over two years to municipalities to help with implementation costs of recreational cannabis legalization. The Ontario Cannabis Legalization Implementation Fund (OCLIF) will make the first payment of \$15 million in early January to all municipalities on a per household basis, adjusted so that at least \$5,000 is provided to each municipality. A second payment of \$15 million will then be distributed following the deadline for municipalities to opt-out. Municipalities that have not opted-out as of January 22, 2019 will receive funding on a per household basis, adjusted so that at least \$5,000 is provided to each municipality; this funding will support the initial costs related to hosting retail storefronts. Municipalities that have opted out will receive only a second \$5,000 each. The province is setting aside \$10 million of the municipal funding to address costs from unforeseen circumstances related to the legalization of recreational cannabis, and priority will be given to municipalities that have not opted-out. If Ontario's portion of the federal excise duty on recreational cannabis over the first two years of legalization exceeds \$100 million, the province will provide 50% of the surplus only to municipalities that have not opted-out as of January 22, 2019. If a municipality opts out by January 22, 2019, they have the opportunity to opt-in at any time, but the municipality will not be eligible for the surplus of the federal excise duty. Funds provided from the province will be split 50/50 between lower-tier and upper-tier municipalities.

When referencing "implementation costs" associated with the legalization of recreational cannabis, the Ministry of Finance has set out permitted costs as follows:

- Increased enforcement (e.g. police, public health and by-law enforcement, court administration, litigation);
- Increased response to public inquiries (e.g. 311 calls, correspondence);
- Increased paramedic services, increased fire services; and

- By-law/policy development (e.g. police, public health, workplace safety policy).

Ms. Cronier reported information regarding retail cannabis sales continues to be fluid and new material is being provided to municipalities on a daily basis. A follow-up report will be provided to Council closer to the January 22, 2019 deadline so that a decision to opt-in or opt-out of retail sales may be based on the most up-to-date information available.

The report was received for information at this time.

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

Received for information.

9. 2019 Planning Draft Budget (for information only)

Received for information.

10. 2019 Building Draft Budget (for information only)

Received for information.

11. 2019 Economic Development Draft Budget (for information only)

Received for information.

## **PUBLIC WORKS**

1. Monthly Report – November 2018

David Unrau, Director of Public Works, provided an overview of the monthly report. Mr. Unrau reported all major construction projects have been completed and design only projects should be completed by the end of December.

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

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

**CARRIED**

2. Operations Activity Report – October 2018

David Unrau provided an overview of the monthly report. Mr. Unrau reported all vehicles are ready for the winter season. Mr. Unrau congratulated Peter Lapointe on receiving his 25 years of service certificate from the Eastern Ontario Water Works Association (EOWWA).

**MOVED BY: Tom Mohns**  
**SECONDED BY: James Carmody**

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

**CARRIED**

3. Water and Wastewater Monthly Reports – September & October 2018

David Unrau provided an overview of the reports submitted by OCWA. Mr. Unrau highlighted the compliance of both legislative and health and safety regulations noted in both reports.

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

That the Water and Wastewater monthly reports for September and October be accepted as information.

**CARRIED**

4. PW-28-2018 – Headworks at WWTP-prequalification of supplier

David Unrau provided an overview of the report. Mr. Unrau reported OCWA was retained by the Town to evaluate options to replace the existing bar screen and screw press system. OCWA issued an RFQ to five (5) equipment suppliers with four (4) firms responding. Following a technical review three (3) firms were invited to provide a technical presentation of their solution to OCWA operation staff, engineering and Town of Petawawa. As a result of the presentation and the lowest cost (capital, operation and maintenance and 20 year life cycle cost) the overall recommended supplier is Claro.

**MOVED BY: Theresa Sabourin**  
**SECONDED BY: Gary Serviss**

That Council approves the equipment selection for the Headworks upgrade to Claro.

**CARRIED**

5. PW-29-2018 – Road and Sidewalk Condition Assessment-StreetScan

David Unrau provided an overview of the report. Mr. Unrau reported StreetScan was engaged, through funding from the Federation of Canadian Municipalities (FCM), to assess the condition of the roads within the Town of Petawawa and report a pavement condition index (PCI) for each road section and an overall average PCI value as per O. Reg. 588/17.

Petawawa's roads were rated in "good" condition at an average PCI of 72 with 93.4% of roads above a critical PCI of 55. Only 1.3% of roads were rated as "very

poor” or “failed”. The estimated cost to repair the entire road network at once to an average PCI of 85 or greater is \$21,803,392.

It should be noted that when determining the overall priority for infrastructure improvements, some other factors to be considered are:

- Overall health and safety of community;
- Risk of failure and consequence;
- Current and future needs of sanitary sewer, storm sewer and water systems; and
- Growth related improvements.

This report along with the sidewalk report (to be presented December 10, 2018) will be used as inputs to the overall Asset Management Plan (AMP).

The report was received for information.

6. Public Works Budget Report

Received for information.

7. Sewage System Budget Report

Received for information.

8. Waterworks Budget Report

Received for information.

9. 2019 Public Works Draft Budget (for information only)

Received for information.

10. 2019 Sewage System Draft Budget (for information only)

Received for information.

11. 2019 Waterworks Draft Budget (for information only)

Received for information.

**GENERAL MATTERS**

There was nothing to report.

Council broke for a short recess at 8:50 p.m. to conduct a dress rehearsal for the inaugural meeting of Council.

Council reconvened at 9:09 p.m.

## **CLOSED MEETING**

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

That the meeting be closed pursuant to Section 239 (2) (b) and (d) of the *Municipal Act, S.O. 2001, c.25* to discuss personal matters about an identifiable individual, including municipal or local board employees, and to discuss labour relations or employee negotiations, regarding:

1. the amendment of a position and revised job description;
2. the amendment of a position, revised job description and compensation rate; and
3. the creation of a position, the job description, and compensation rate.

**CARRIED**

At this point, 9:10 p.m., Council passed a motion to extend the adjournment of the meeting.

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

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**

Council went into closed session at 9:10 p.m.

Council reconvened to open session at 9:49 p.m.

## **BUSINESS ARISING FROM CLOSED SESSION**

A closed meeting was held. Council reviewed a staff proposal to amend a position and revise the job description; amend a second position and revise the job description and set a compensation rate; and create a new position, the job description and set the compensation rate. There is nothing further to report.

Council voted on the following resolutions in open session:

**MOVED BY: Gary Serviss**  
**SECONDED BY: Tom Mohns**

That Council approves the November 2018 revised Economic Development Officer job description.

**CARRIED**



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

That Council approves the amendment of the position of Manager of Parks and Recreation to Director of Community Services; approves the revised job description; approves compensation in the salary grid band 1,600 to 1,699; and confirms the employment of Kelly Williams in the role effective January 3, 2019.

**CARRIED**

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

That Council approves the creation of the position of Community Services Liaison, the job description and compensation in the salary grid band 700 to 799.

**CARRIED**

**ADJOURNMENT**

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

That the meeting be adjourned.

**CARRIED**

The meeting adjourned at 9:52 p.m.



Clerk