

6:30 p.m.

December 10, 2018

TOWN OF PETAWAWA

COUNCIL-IN-COMMITTEE

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

Also Present: Daniel Scissons Dawn Recoskie
Annette Mantifel Craig Proulx
Kelly Williams Colin Coyle
Karen Cronier David Unrau
Joe McDonald Tina Peplinskie
Kyle Robinson

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

There were no presentations.

FIRE DEPARTMENT

1. Activity Report – November 2018

Deputy Chief Craig Proulx provided an overview of the report. Deputy Chief Proulx reported two false alarm calls, one open air burning call, one motor vehicle collision, one carbon monoxide alarm, one mutual aid call, and one smoke alarm for November. Deputy Chief Proulx highlighted the monthly training which included firefighter survival and Rapid Intervention Teams (RIT).

MOVED BY: Murray Rutz
SECONDED BY: James Carmody

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

CARRIED

2. Fire Protection Budget Report

Received for information.

PARKS AND RECREATION

1. Activity Report – November 2018

Kelly Williams, Manager of Parks and Recreation, provided an overview of the monthly report. Mr. Williams reported new worker/young worker health and safety training was conducted on November 6, 8 and 30, 2018. Mr. Williams congratulated Joe Brazeau on successfully passing his exam to become an International Society of Arboriculture (ISA) Certified Arborist. Mr. Williams reported on the successful Santa Claus Parade and promoted the New Year's Eve Celebration at the Civic Centre on December 31, 2018 and Cabin Fever taking place January 19 to 27, 2019. Mr. Williams further reported the annual Christmas Angels luncheon will be held at the Civic Centre on Christmas Day from 12:00 noon to 2:00 p.m.

MOVED BY: Gary Serviss
SECONDED BY: James Carmody

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

CARRIED

2. Presentation – 2018 Upper Ottawa River Race & Paddle Festival

Kelly Williams and Colin Coyle, Program Coordinator, provided an overview of the successful Upper Ottawa River Race and Paddle Festival held jointly by the Town of Petawawa and the City of Pembroke from August 10 to 12, 2018. The festival hosted five separate events: Heritage Paddle; Paddle for CHEO; Upper Ottawa River Kayak Fishing Derby; Reel Kayaks & Real Heroes; and canoe/kayak/SUP races (1 km for kids, 4 km and 13 km). The 2019 instalment of the festival is planned for August 9 to 11, 2019.

The presentation was received for information.

3. Presentation – Centennial Park Catwalk Pond Project

Further to the presentation provided by Remisz Consulting Engineers Ltd. on November 13, 2018, Kelly Williams outlined the challenges and potential advantages to rehabilitate the catwalk. The historical challenges include: wall degradation; water quality; and user safety. The boardwalk concept presented by Remisz could result in increased tourism as interpretive signage could be installed, the boardwalk could be used in promotional videos, and the boardwalk could provide a great viewing platform for large events in the park such as the annual Hell or High Water whitewater race and Canada Day celebrations. Mr. Williams reported he has included \$220,000.00 in the draft 2019 budget for detailed design of the full boardwalk concept.

The presentation was received for information.

4. Parks and Recreation Budget Report

Received for information.

PLANNING AND DEVELOPMENT

1. Planning and Development Activity Report – November 2018

Karen Cronier, Director of Planning and Development, provided an overview of the monthly report. Ms. Cronier reported the development agreement for the addition to the Petawawa Centennial Family Health Centre has been registered and the building permit issued. The site plan for the proposed Sumo Sushi restaurant has been circulated for comments. The annual emergency exercise and training was held on November 16, 2018. Pre-consultation meetings were held regarding two proposed pits and quarries.

MOVED BY: Murray Rutz
SECONDED BY: James Carmody

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

CARRIED

2. Building Activity Report – November 2018

Karen Cronier presented the Building monthly report for November.

MOVED BY: Gary Serviss
SECONDED BY: Theresa Sabourin

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

CARRIED

3. PL-40-18 – Second Dwelling Units-Maximum Size

Karen Cronier presented the report. Ms. Cronier explained the resolution passed at the October 9, 2018 Council-in-Committee meeting setting out the maximum size of second dwelling units required additional clarification. The following wording was proposed: “The second dwelling unit area must not be greater in size than 80% of the gross floor area of the primary dwelling unit and where the second dwelling unit is a coach house or is located in an accessory building to a primary dwelling unit, the footprint must not be greater in size than 80% of the footprint of the primary dwelling unit on the lot.” Committee concurred with the proposed wording.

The following provisions were also proposed to be added to the draft by-law: “A coach house shall be a maximum height of one storey.” and “A second dwelling unit

that is to be located within the basement of a primary dwelling unit may occupy the whole of the basement.” Committee concurred with the additions.

MOVED BY: Tom Mohns
SECONDED BY: Murray Rutz

That Council supports the revised draft by-law that creates zoning provisions for second dwelling units within the Town of Petawawa and the associated Registration By-law.

CARRIED

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

Received for information.

PUBLIC WORKS

1. Monthly Report – December 2018

David Unrau, Director of Public Works, presented the monthly report.

MOVED BY: Theresa Sabourin
SECONDED BY: James Carmody

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

CARRIED

2. Operations Activity Report – November 2018

David Unrau provided an overview of the monthly report. Mr. Unrau reported Public Works staff responded to several snow and freezing rain events in November. Trees and/or branches that were observed obstructing line of sight for snow removal equipment and vehicular traffic at some intersections, have been cleared. The five temporary employees hired for the winter season have completed their training.

MOVED BY: Murray Rutz
SECONDED BY: Tom Mohns

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

CARRIED

3. Public Works Budget Report

Received for information.

4. Sewage System Budget Report

Received for information.

5. Waterworks Budget Report

Received for information.

FINANCE AND MANAGEMENT

1. Accounts Payable – November 2018

Annette Mantifel, Treasurer, presented the report.

MOVED BY: Gary Serviss
SECONDED BY: Murray Rutz

That the general cheque #'s 28697 to 28883 in the amount of \$1,811,651.36 be passed by Council and paid by the Treasurer.

CARRIED

2. FM-09-18 – 2018 Property Tax Write-Offs

Annette Mantifel provided an overview of the report.

MOVED BY: James Carmody
SECONDED BY: Matthew McLean

That the list of 2018 property taxation write-offs in the amount of \$7,090.15 be approved pursuant to the *Municipal Act, S.O. 2001, c.25*, Sections 357 and 358 and the *Assessment Act, R.S.O. 1990*, Sections 39.1 and 40.

CARRIED

3. FM-10-18 – Development Charges Background Study and By-law

Annette Mantifel provided an overview of the report. Ms. Mantifel reported the current Development Charges By-law 922/14 expires on July 22, 2019. A new by-law will need to be passed prior to that date. The *Development Charges Act, 1997* and *Ontario Regulation 82/98* specify the requirements respecting the content of a development charges study and the steps which must be undertaken in the calculation of a development charge. The proposal submitted by Watson & Associates Economists Ltd. complies with the legislation.

MOVED BY: Tom Mohns
SECONDED BY: Murray Rutz

That the proposal from Watson & Associates Economists Ltd., to complete a development charges background study and to prepare an enacting by-law, in the amount of \$32,200.00 plus applicable taxes be approved.

CARRIED

4. ADMIN-28-2018 – Animal Control/By-law Enforcement Activity Report-November 2018

Dawn Recoskie, Deputy Clerk, provided an overview of the report. Ms. Recoskie reported on the increase in complaints regarding cats trespassing on private property; a parking complaint on Herman and John Streets; two noise complaints; and one snow removal complaint. Ms. Recoskie reported she provided correspondence to the Office of the Provincial Prosecutor regarding an early resolution notice.

MOVED BY: Theresa Sabourin
SECONDED BY: James Carmody

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

CARRIED

5. ADMIN-29-2018 – Taxi Licence Applications 2019

Dawn Recoskie presented the report. There were two taxi driver licence applications.

MOVED BY: Theresa Sabourin
SECONDED BY: Gary Serviss

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

CARRIED

6. ADMIN-30-2018 – Recreational Cannabis Information Report

Dawn Recoskie provided an overview of the report. Ms. Recoskie highlighted the three main pieces of provincial legislation pertaining to the legalization of cannabis: *Cannabis Control Act, 2017*; *Ontario Cannabis Retail Corporation Act, 2017*; and *Cannabis Licence Act, 2018*. Ms. Recoskie also spoke to the minimum age to purchase cannabis (19); where cannabis can be used; where cannabis cannot be used; impaired driving; where to buy cannabis; how much cannabis you can legally possess; the growing of cannabis; rules for the workplace; medical cannabis; and

offences and penalties under the *Cannabis Control Act*, 2017 and the *Smoke Free Ontario Act*, 2017.

Ms. Recoskie also reported Bill 57, *Restoring Trust, Transparency and Accountability Act*, 2018 received Royal Assent on December 6, 2018. Bill 57 amended section 115 of the *Municipal Act*, 2001 to include the smoking of cannabis. Municipal By-law 835/13, *being a by-law to regulate and prohibit smoking on municipally owned property in the Town of Petawawa*, will be brought forward for review and discussion in 2019 to include the smoking and/or vaporizing of cannabis.

MOVED BY: Gary Serviss
SECONDED BY: James Carmody

That Council receives report ADMIN-30-2018, Recreational Cannabis Information Report, for information.

CARRIED

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

Received for information.

GENERAL MATTERS

There was nothing to report.

CLOSED MEETING

MOVED BY: Theresa Sabourin
SECONDED BY: Murray Rutz

That the meeting be closed pursuant to Section 239 (2) (f) of the *Municipal Act, S.O. 2001, c.25* to receive and discuss advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

CARRIED

Council went into closed session at 8:31 p.m.

Council reconvened to open session at 9:02 p.m.

BUSINESS ARISING FROM CLOSED SESSION

A closed meeting was held. Council received and discussed advice that is subject to solicitor-client privilege, including communications necessary for that purpose. Direction was given to the CAO/Clerk. There is nothing further to report.

ADJOURNMENT

MOVED BY: James Carmody
SECONDED BY: Murray Rutz

That the meeting be adjourned.

CARRIED

The meeting adjourned at 9:03 p.m.

A handwritten signature in black ink, appearing to be "H. J. ...", written over a horizontal line.

Clerk