

6:30 p.m.

January 20, 2014

**TOWN OF PETAWAWA**

**REGULAR MEETING OF COUNCIL**

**Present:** Mayor Bob Sweet Deputy Mayor Tom Mohns  
Councillor James Carmody Councillor Frank Cirella  
Councillor Treena Lemay Councillor Murray Rutz  
Councillor Theresa Sabourin

**Also Present:** Mitchell Stillman Dawn Recoskie  
Kelly Thompson Gary Sims  
Sean Chase Mike Giardini  
Cyndi Mills TVCogeco Pembroke

**CALL TO ORDER** (Moment of Silent Reflection)

The Mayor called the meeting to order at 6:30 p.m.

**APPROVAL OF AGENDA**

**MOVED BY:** Treena Lemay  
**SECONDED BY:** Murray Rutz

- (1) That the agenda for the January 20, 2014 meeting of Council be adopted.

**CARRIED**

**DISCLOSURE OF PECUNIARY INTEREST**

There were no disclosures of pecuniary interest.

**APPROVAL OF MINUTES**

1. Council Meeting (January 6, 2014)

**MOVED BY:** Frank Cirella  
**SECONDED BY:** Treena Lemay

- (2) That the minutes of the regular meeting of Council held January 6, 2014 be approved as printed and circulated.

**CARRIED**

## PRESENTATIONS

1. Petawawa Public Library “2013 Year in Review” – Kelly Thompson, Acting CEO

Kelly Thompson, Acting CEO of the Petawawa Public Library, provided an overview of the activities of the Library for 2013. Some activities highlighted, included: cooking classes; the new Book Tree and story time in the park; art in the park; the haunted library Halloween event; and photo contest. Ms. Thompson further outlined the online services provided by the Library and commented on the local partnerships the Library has with the municipality as well as with user groups and service clubs. Mayor Sweet and members of Council thanked Ms. Thompson for her presentation.

2. Deep River and District Hospital High Needs Patient Data – Gary Sims, CEO

Mr. Gary Sims, CEO of the Deep River and District Hospital, provided an overview of the high needs patient data of the Hospital for 2012/2013. Mr. Sims indicated that out of the 16,312 visits to the ER, 7,000 of the visits were from Petawawa residents. Mr. Sims commented that the Hospital will be focusing on education and partnerships with primary caregivers, as well as applying for funding for mental health treatment to decrease the number of ER visits that can be managed by the family counselling service instead. Mayor Sweet and members of Council thanked Mr. Sims for his presentation.

3. Mayor’s Year End Review

Mayor Sweet presented the 2013 Year End Review:

On behalf of Council, and as Mayor of the Town of Petawawa, I am pleased to have this opportunity to share with you some of the highlights of the past year for the Town of Petawawa.

## COUNCIL ACTIVITIES

Council has had a very busy third year of our term of office. We held a combined 47 Council and Council-in-Committee meetings, resulting in the passage of 66 by-laws ranging a variety of topics. We also had Council representation on numerous local committees, including the Festival Hall Committee, the Library Board, the Airport Commission, the Police Services Board, the Ottawa Valley Waste Management Board, the Accessibility Advisory Committee, the Upper Ottawa Valley Medical Recruitment Committee, and the 150th Anniversary Committee which is beginning the planning of the 150th Anniversary of the Town in 2015.

Planning is the cornerstone of our municipality’s success – we continue to follow the Corporate Strategic Plan, the Recreation Master Plan, the Official Plan, the Infrastructure Plan, and the Tourism and Beautification Plans. In July 2013 Council adopted Human Resources Corporate Policies and Procedures to govern the terms and conditions of employment for municipal staff. In May 2013 Council adopted a by-

law to regulate and prohibit smoking on municipally owned property, as we continue to promote a healthy and active Petawawa. Council made several donations supporting our local interest groups including Silver Threads, the Heritage Society, and Festival Hall. Council also made a \$25,000 donation to the MRI Image Matters Campaign; it is vitally important to the health of our citizens and to the economic health of our community that we have access to cutting edge health services as close to home as possible.

## TAXATION

On May 6, 2013, Council adopted the 2013 annual budget and set water and sewer rates. Once again, these budgets reflected Council's commitment to infrastructure renewal, asset enhancement, and public safety. The 2013 municipal tax rate was reduced by 0.22% compared to 2012 rates and the Town of Petawawa achieved the lowest tax rate in all of Renfrew County. This resulted in lower-tier taxes of \$272.23 per \$100,000 of assessment compared to the 2012 rate of \$272.84 per \$100,000 of assessment. Water and sewer rates, which are strictly user-pay, are also some of the lowest around. Water and wastewater flat rates were maintained at the 2012 rates, while metered rate customers saw an increase of 5.97% in 2013. The Town is working diligently to ensure the long-term sustainability of our water and wastewater systems.

All in all, the Town's financial practices and strategic planning have allowed the Town to maintain a reasonable tax rate over the years, including a "pay as you go policy" which has allowed the Town to remain "debt free". The Development Charges Policy also continues to ensure that growth-related needs and demands for additional services will be charged to new residential and commercial development and reserved for those future needs.

## INFRASTRUCTURE

The provision of safe drinking water, the ongoing maintenance of existing roads and sidewalks and the wise planning and support for future growth is a tremendous challenge for every municipality. Council budgeted \$3.6 million in 2013 for infrastructure projects. Some of these projects included: Victoria Street Phase 2 reconstruction including water and sanitary sewer works, Sylvan Drive Phase 2 rehabilitation, Herman Street Phase 2 reconstruction including watermain and sanitary sewer work, Plum Tree Lane rehabilitation, Petawawa River syphon chamber sanitary flow meter, Janet Street booster pump station watermain extension, and various sidewalk construction projects as well as design work for future road construction projects.

Council would like to extend our collective appreciation for the patience and understanding of those residents most significantly affected by the inconveniences of the above noted construction projects. Council would like to thank the Federal government for continuing its gas tax program; the Town's gas tax allocation was applied to the Herman Street project. Council would also like to thank the County of Renfrew who cost-shared with the Town of Petawawa on the Victoria Street project.

Over the years, through sound planning Council and staff have worked diligently to develop plans for infrastructure renewal and asset management based on our current needs as well as anticipated growth. In 2013, the Town made several steps to support planning for future growth, including:

- The Public Works Department replaced a 2001 trackless tractor, a 1998 single axle truck with plow/wing, a ribbon blower with sidewalk chute and a slide-in-sanding unit for a total capital investment of \$448,700.
- To house the fleet, Phase 2 of the extension to the public works garage worth \$120,000 was initiated.
- At the municipal office the Town's server was upgraded – an investment of \$20,000.
- Reserve appropriations were made to prepare for future fleet needs.
- Adoption of the Town's Asset Management Plan (roads, sidewalks, stormwater, water and wastewater assets).
- Continued implementation of the water and wastewater system financial plans.

#### PROTECTIVE SERVICES

The provision of protective services through the availability of qualified, competent and well-supported fire and police services allows Council to pursue its goal of ensuring public safety for the residents of Petawawa.

Council is confident that the policing services provided by the Upper Ottawa Valley Detachment of the Ontario Provincial Police are second to none. In addition to the operations and programs administered by the OPP, the Petawawa Police Services Board continues to generate public safety programs, including:

- The use of the Town's trailer-mounted portable "speed awareness monitor" to gather and analyze speeding concerns throughout Town.
- A grant to conduct the R.I.D.E. program within the Town of Petawawa.
- A grant under the Ministry of Transportation's Road Safety Challenge program to distribute reflective arm bands to raise awareness of pedestrian safety at night.
- Radio advertising promoting public safety campaigns.
- The Petawawa Community Policing Committee celebrated its 25th Anniversary in 2013 and continues to hold its annual bicycle safety rodeo for our youth.

Fire Services in Petawawa continue to be provided by a dedicated and enthusiastic complement of volunteer firefighters. The department is committed to ensuring that firefighters are properly equipped and trained to deal with any emergency. Some of the activities completed in 2013 that support this goal include:

- Purchasing a new Pumper Truck worth \$402,000.
- Selling the Department's 1987 tanker truck to a neighbouring municipality with the proceeds allocated to the Fire Department Reserve.

- Allocating funds to reserves to ensure financing is available for the replacement of other emergency services vehicles in the future.
- Further improvements were made to the training centre as part of a continued effort to ensure personnel receive quality training opportunities.

## PLANNING & ECONOMIC DEVELOPMENT

Ensuring responsible growth requires the support and guidance of many people. The Town is fortunate to have an excellent team of employees who are supported by contract resource groups who provide engineering and legal advice. Council supported a great variety of initiatives in terms of both residential and commercial development in 2013, including:

- Residential and commercial development including the issuance of 314 building permits in 2013 with a value of over \$25 million; total property assessment now exceeds \$1.4 billion. In 2014 we anticipate the completion of several commercial developments including the Northern Credit Union, Rona Hardware, Pizza Hut, Dairy Queen, and a large automotive and service delivery facility.
- Council passed several planning by-laws over the course of the year, including 6 Zoning By-law amendments, 2 Official Plan amendments, 4 development agreements, and 1 subdivision agreement.
- Council and staff have completed the 5 year review of the Official Plan which led to Council adopting Amendment #14 on December 2, 2013. It is anticipated that OPA #14 will receive final approval from the County of Renfrew early in 2014.
- Development continues to occur within 4 active subdivisions within the Town of Petawawa, namely Oak Avenue, Petawawa Town Centre, Highland Park, and Laurentian Highlands.
- The Town anticipates residential development proceeding in 2014 in the Portage Road Subdivision, the Shames Road Subdivision, the Radtke Estates Subdivision, as well as the development of 2 (18 unit) condominium buildings and 1 (30 unit) apartment building to be known as “The Residences of Riverstone”. This development has been proposed at the corner of Civic Centre Road and Highland Park Drive.
- The Town of Petawawa experienced a severe windstorm and power outage on July 19, 2013. The Town responded by opening a “brush clean-up centre” at the Back 40 of the Petawawa Civic Centre property and also provided curbside collection of tree/brush material for residents. The Petawawa Civic Centre was also opened for residents to use the change room facilities and showers and to collect fresh water. Council thanks our community for your cooperation and support and understanding during this difficult time and we also thank our staff, our Public Works Department, our Fire Department, the OPP, Renfrew County Paramedics/EMS, and Hydro One, who worked cooperatively and professionally for the safety of our residents.

- Emergency Planning activities continue to support the creation of a disaster resilient community and the Town continues to meet all legislative requirements under the Emergency Management and Civil Protection Act.
- The Town's Economic Development Department conducted a successful "I Love Petawawa" campaign and Visitor Information Centre (VIC) pilot project. The VIC received a score of 98% through the Ontario Highlands Tourism Organization mystery shop program.
- The Laurentian Drive beautification project statue element and esthetic improvements to Petawawa Boulevard were completed.
- The Town adopted the 2013 Tourism Destination Development Action Plan.

## PARKS & RECREATION

The Town of Petawawa provides recreational services to our residents, including: facility and park services in the form of a community arena, two small community centres, sportsfields, an outdoor rink, 14 neighbourhood parks, two community level waterfront parks and a municipal trail network. The Town is fortunate to have an excellent team of dedicated employees within its Parks and Recreation Department as well as many volunteers. Council supported parks and recreation in 2013 as follows:

- The Parks and Recreation Department conducted a successful Leash Free Dog Park Pilot Project with a permanent location approved for 2014 at the Petawawa Civic Centre property.
- A new Special Events Policies and Procedures Manual was adopted by Council.
- The Civic Centre completed arena exhaust alterations, and office and lobby HVAC alterations.
- The Civic Centre hosted Team Sweden's practices for the women's world hockey championship that took place in Ottawa in March 2013.
- The new Bike Park was unveiled in June 2013 and the new Splash Pad was completed in August 2013.
- Council committed funds towards the design of the first phase of the Petawawa Point Concept Plan.
- The Town held the annual Cabin Fever and Civic Centre Days events as well as the 3rd Annual Ribfest event.

## NEIGHBOURS & PARTNERSHIPS

The Town of Petawawa has always understood that working together with other municipalities and organizations results in greater efficiencies in accomplishing mutually beneficial goals. In 2013, Council and staff worked collaboratively with a variety of partners to accomplish many goals, including:

- The Town continued to maintain its close relationship with Garrison Petawawa. The construction of the Chinook Helicopter Squadron hangar, and various other construction projects will have a substantial impact on the local economy.

- The Library and the Civic Centre continue to be the central location for many community recreational, social, and cultural activities, including the installation of the first ever Book Tree in Canada.
- Council continues to support arts and culture through the municipal cost sharing agreement for Festival Hall at \$1.00 per capita.
- Council authorized a heavy rescue (extrication) agreement with the Township of Laurentian Valley.
- Council is enthusiastic about the construction of the new Valour JK to Grade 12 School by the Renfrew County District School Board. The school is expected to be completed and open to students in September 2014.
- Petawawa continues to work with the partners of the Ottawa Valley Waste Recovery Centre in ensuring state-of-the-art waste diversion and recycling programs are available for our residents.
- Council will maintain its support of the extension of Highway 417 west of the Town of Arnprior. This vital transportation link for Renfrew County will improve greatly with the twinning of the highway.
- In keeping with the requests from our community to address the local doctor shortage, Council has supported the Upper Ottawa Valley Medical Recruitment Committee and as a result, over 5,000 Petawawa residents have been taken off the waiting list for doctors since the Town joined the Committee.
- The Petawawa Centennial Family Health Centre (PCFHC) employs 5 full time family physicians with another physician scheduled to start employment in spring 2014. The PCFHC also employs 3 full-time equivalent nurse practitioners to further support the residents of our community. In 2013, 2,800 new patients were rostered to the PCFHC for a total of 9,300 rostered and non-rostered patients totalling over 27,000 visits to the PCFHC. In addition, the walk-in clinic continues its operation seeing over 2,100 patients in 2013.

## CONCLUSION

For our community, 2013 proved to be another exciting year of tremendous growth and development as a municipality. Members of Council and staff have worked diligently on many projects throughout the year. We will continue with our commitment to ensuring that our spending and action plans reflect not only the needs of our citizens today but that they also provide a solid foundation for the future of Petawawa.

It has been my pleasure to work with Council, staff and all residents this past year. Your suggestions and ideas have lead to improved decision making and effective planning. Your interest in the success of our Town is appreciated. I am convinced that with the support and enthusiasm of the residents of Petawawa, our Town will see significant growth while remaining a safe and caring community which everyone is proud to call their home.

## **BY-LAWS**

1. By-law 881/14 – being a by-law to provide that Section 50(5) of the Planning Act not apply to Block 74 Registered Plan 49M-71. (Part Lot Control By-law, 1067175 Ontario Inc., Phase 2A Laurentian Highlands Subdivision, McNamara Street/Gardner Crescent, Repeals By-law 877/14)

**MOVED BY: Frank Cirella**

**SECONDED BY: Murray Rutz**

- (3) That By-law 881/14, being a by-law to provide that Section 50(5) of the Planning Act not apply to Block 74 Registered Plan 49M-71, be read a first and second time.

**CARRIED**

**MOVED BY: Murray Rutz**

**SECONDED BY: Frank Cirella**

- (4) That By-law 881/14, be read a third time and passed.

**CARRIED**

2. By-law 882/14 – being a by-law to adopt Health and Safety Policies and Procedures for the Corporation of the Town of Petawawa.

**MOVED BY: Theresa Sabourin**

**SECONDED BY: James Carmody**

- (5) That By-law 882/14, being a by-law to adopt Health and Safety Policies and Procedures for the Corporation of the Town of Petawawa, be read a first and second time.

**CARRIED**

**MOVED BY: James Carmody**

**SECONDED BY: Theresa Sabourin**

- (6) That By-law 882/14, be read a third time and passed.

**CARRIED**



## CORRESPONDENCE

1. Request for Financial Assistance – Renfrew County Senior Games

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

- (7) That Council approves a donation in the amount of \$250.00 for the 2014 Renfrew County Senior Games.

**CARRIED**

2. 2014 Victim Services Awards of Distinction – Ministry of the Attorney General

The correspondence was received for information.

## MINUTES

1. Council-in-Committee (January 13, 2014)

**MOVED BY:** Treena Lemay  
**SECONDED BY:** Murray Rutz

- (8) That the minutes of the Council-in-Committee meeting held January 13, 2014 be accepted by Council and that resolutions from that Committee become resolutions of Council.

**CARRIED**

2. Festival Hall Committee (October 10, 2013)

Councillor Murray Rutz provided an overview of the recent activities of the Festival Hall Committee.

**MOVED BY:** Murray Rutz  
**SECONDED BY:** Treena Lemay

- (9) That the minutes of the Festival Hall Committee meeting held on October 10, 2013 be adopted as information.

**CARRIED**

3. Petawawa Accessibility Advisory Committee (December 10, 2013)

Councillor Theresa Sabourin provided an overview of the recent activities of the Petawawa Accessibility Advisory Committee.

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

- (10) That the minutes of the Petawawa Accessibility Advisory Committee meeting held on December 10, 2013 be adopted as information.

**CARRIED**

### **STAFF REPORTS**

1. Motion to Cancel February 24, 2014 Council-in-Committee Meeting – Mitch Stillman, CAO/Clerk (verbal report)

Mitch Stillman, CAO/Clerk advised members of Council that there will not be a quorum to hold the February 24, 2014 meeting due to some members of Council attending the ROMA/OGRA Conference.

**MOVED BY: Treena Lemay**  
**SECONDED BY: Murray Rutz**

- (11) That the February 24, 2014 Council-in-Committee meeting be cancelled.

**CARRIED**

### **COUNCILLOR REPORTS**

Deputy Mayor Tom Mohns – nothing to report.

Councillor Treena Lemay – nothing to report.

Councillor Theresa Sabourin reported that the Gala in support of Miramichi Lodge has been scheduled for May 3, 2014.

Councillor Murray Rutz – nothing to report.

Councillor James Carmody thanked staff and volunteers for organizing the successful Cabin Fever winter carnival.

Councillor Frank Cirella reported that he attended a recent executive airport meeting.

Mayor Bob Sweet reported that he attended several Cabin Fever events including the comedy night, trivia night, and many “breakfasts”; he attended a recent cenotaph meeting; the ribbon cutting for the Bridal Show held on January 19<sup>th</sup> at the Petawawa Golf Club; and an EORN meeting.

### **CLOSED MEETING**

There was no closed meeting.

**CONFIRMING BY-LAW**

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

(12) That By-law 883/14 be read a first, second and third time and passed.

**CARRIED**

**ADJOURNMENT**

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

(13) That the meeting adjourn to the call of the Mayor.

**CARRIED**

The meeting adjourned at 8:00 p.m.

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Clerk