

**TOWN OF PETAWAWA**

**COUNCIL-IN-COMMITTEE**

<b>Present:</b>	<b>Mayor Bob Sweet Councillor Murray Rutz Councillor Gary Serviss</b>	<b>Deputy Mayor Tom Mohns Councillor Theresa Sabourin</b>
<b>Regrets:</b>	<b>Councillor James Carmody</b>	<b>Councillor Treena Lemay</b>
<b>Also Present:</b>	<b>Daniel Scissons Cyndy Phillips David Unrau Mike Giardini</b>	<b>Christine Mitchell Karen Cronier Wayne Bando Ryan Paulsen</b>

The Council-in-Committee meeting was opened by the Mayor at 6:30 p.m.

**DISCLOSURE OF PECUNIARY INTEREST**

Councillor Theresa Sabourin declared a pecuniary interest with respect to PL-21-2016, Consent applications B 68/19, B69/16, Rosemary Kettner, Part Lot 20, Concession 5, Doran Road, Town of Petawawa

**PRESENTATIONS**

There were no presentations.

**ECONOMIC DEVELOPMENT**

1. Activity Report – June 2016

Cyndy Phillips, Economic Development Officer, provided an overview of the monthly report. Ms. Phillips noted her attendance at the Ontario Power Generation presentation on the Darlington refurbishment project as well as numerous Board and Committee meetings. Ms. Phillips reported on the Ontario Chamber of Commerce small business initiative, “Small Business - Too Big to Ignore”. Ms. Phillips reported that the Upper Ottawa Valley Chamber of Commerce would be hosting a round table discussion with invited local small businesses on Tuesday, August 16<sup>th</sup> at the Civic Centre. Ms. Phillips reported that Dillon Spence was engaged as the Tourism Ambassador and that the Visitor Information Centre in the hallway of the Library and Civic Centre was operational. Ms. Phillips presented the website analytics report and noted that the Town’s Instagram account was being revived thanks to efforts by Shallan Dament, Recreation Program Assistant.

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

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

**CARRIED**

2. Economic Development Budget Report

Received for information.

**PLANNING**

1. Activity Report – June 2016

Karen Cronier, Planning Coordinator, presented the monthly report. Ms. Cronier reviewed the status of various files, citing the completion of the Eschak zoning amendment and the circulation of the revised Mitsubishi site plan. Ms. Cronier confirmed the availability of storage space, at Norman Behnke Hall, for the Canadian Red Cross, emergency care kits.

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

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

**CARRIED**

At this point, Councillor Sabourin left the Council Chambers due to her declared pecuniary interest. (6:45 p.m.)

2. PL-21-16 – Consent Applications B 68/16, B69/16, Rosemary Kettner, Part Lot 20, Concession 5, Doran Road, Town of Petawawa

Karen Cronier explained that the purpose and effect of the application is to create two residential lots, each two acres in size, with 63.7 metre frontage on Doran Road. Retained lands will be 23.6 acres, which would not be eligible for further severance under condition of the Official Plan. Currently, the subject land is designated Suburban and is serviced by private well and septic. A zoning amendment would be required to rezone the proposed severed lots to Residential One (R1). The accessory building currently on the lands pertaining to file B68/16 would be removed as condition of consent.

**MOVED BY: Murray Rutz**  
**SECONDED BY: Tom Mohns**

That Council support the granting of applications B68/16 and B69/16 on condition that:

1) the applicant obtain a zoning by-law amendment to rezone the proposed severances from RU to RI;

- 2) that the accessory building identified on Lot 1 (File B68/16) be removed;
- 3) that a survey plan be submitted showing the new lot lines in relation to all buildings and structures so the Town can confirm compliance with the required setbacks.

**CARRIED**

At this point, Councillor Sabourin returned to the Council Chambers. (6:48 p.m.)

3. PL-22-16 – Revised Site Plan, Mitsubishi Car Dealership, Part of Lot 2, Range A being Part 1 on Registered Plan 49R-15983, Petawawa Boulevard

Karen Cronier explained that the purpose of the report is to detail the revised site plan application, previously submitted by 2308272 Ontario Inc. The overall size of the building envelope remains similar; however the revised plan now includes a loft area for office space and a proposed drive through service bay. These modifications require the change from 28 to 36 parking spaces; the site plan identifies 71 parking spaces which well exceeds the requirement. Ms. Cronier confirmed that the site layout would still provide for offloading of car carriers on site. Re-circulation of the revised site plan raised no issue or comment.

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

That Council grant approval to the revised site plan for the Mitsubishi Car Dealership on condition that the Owners enter into a site development agreement with the Town.

**CARRIED**

4. Planning Budget Report

Received for information.

5. Building Department Activity Report – June 2016

Karen Cronier presented the Building Department monthly report for June. It was noted that a number of permits have been issued for single dwelling family homes.

**MOVED BY: Murray Rutz**  
**SECONDED BY: Tom Mohns**

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

**CARRIED**

6. Building Department Budget Report

Received for information.

## **PUBLIC WORKS**

### 1. Capital Projects Update – July 2016

David Unrau provided an update to Council regarding current capital projects, asset management, energy management, waste management and water quality. Mr. Unrau reported that the Civic Centre Road project, phase 2, is underway and within present budget parameters. Mr. Unrau reported on the completion of the 2016 Road Inventory and indicated that based on the current target matrix, the level of road condition rating had decreased from above 7.0 to 5.6.

**MOVED BY: Theresa Sabourin**

**SECONDED BY: Gary Serviss**

That the capital projects update for July be accepted as information.

**CARRIED**

### 2. PW-17-2016 – 2016 Truck Tender – Pick Up

David Unrau provided an overview of the report. Mr. Unrau reported that the tender was hand delivered to four companies and one company submitted a completed tender package on the closing date of July 6<sup>th</sup>. Mr. Unrau reported that the procurement of the new vehicle is to replace the daily use of the van in the Public Works fleet. The van will be retained for seasonal purposes.

**MOVED BY: Murray Rutz**

**SECONDED BY: Tom Mohns**

That Council approve the award of the 2016 Truck Tender – Pick up to Murphy Ford Sales Ltd. in the amount of \$37,347.00 + HST.

**CARRIED**

### 3. PW-18-2016 – 2016 Road Inventory – Condition Report

David Unrau provided an overview of the report. Mr. Unrau reported that the Road Inventory was completed during May and June, 2016, by Tom Renaud, Steve Webster and himself. Previous road inventories were completed in 2001, 2007 and 2011. David outlined the endorsed Industry Standard for measuring/rating Pavement Condition Index (PCI) and Road Sufficiency Index (RSI). Previous inventories were categorized based on a 1-10 scale model. To ensure objectivity and clarity, in this year's inventory, the Wisconsin scale was used. Based on the Council approved level of service target of 7, the current Road Inventory performance reflects an overall 5.6 level rating.

Mr. Unrau noted that regular maintenance on roads with a value of 6-7 will ensure road longevity, roads within the 4-5 rating, require a resurfacing and any rates of 3 or lower require complete replacement. The Road Inventory Report categorized roads into rural, semi-urban and urban. The Town's 19.5 km of urban roads have a 7.07 rating, the 47.6 km of semi-urban roads have a 4.73 rating and the 56.1 km of rural roads have a 5.58 rating.

Council reiterated their desire to maintain road assets at a service level target of 7. Staff were requested to provide a complete individual road listing and rating for Council's review.

4. PW-19-2016 – Black Bay Road – Watermain Looping

David Unrau provided an overview of the report. Mr. Unrau noted that Council had endorsed the watermain looping project on Black Bay Road between Industrial Avenue and Carla Street to remove two system dead ends. Council requested a review of the establishment of fees associated with this project. Mr. Unrau provided Council with both a review of the options for fee establishments as well as the completed tender design. The project could move forward for tender in August with completion in September/October.

**MOVED BY: Tom Mohns**  
**SECONDED BY: Murray Rutz**

Staff are directed to move forward with the Black Bay Road Watermain Looping project as follows;

Send a letter notifying residents of the project and the estimated pending costs;  
Facilitate a meeting with the residents to respond to concerns/questions regarding the project;  
Engage Counsel to prepare draft by-law;  
Tender the project;  
Awarded the contract;  
Send a letter to residents notifying them of the final service charge fees associated with the project.

**CARRIED**

5. PW-20-2016 – Civic Centre Road – Phase II – Street Landscaping

David Unrau provided an overview of the report. Mr. Unrau noted that Council endorsed the 1 m sod option for boulevard treatment, as presented to Council-in-Committee on July 9, 2015. Based on this recommendation, the boulevard treatment for Phase 1 of Civic Centre Road was sod. An option to install daylilies has been suggested for Phase 2 of Civic Centre Road. Council reviewed the design plan for the Civic Centre Road project, confirming that the north side of the road will remain as designed, with grass boulevard and tree plantings, the south side of the road will be modified to replace the sod between the curb and the sidewalk with asphalt.

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

That Council modifies the Phase 2 Civic Centre Road, south side, design plan to reflect the removal of sod between the curb and the sidewalk and replacement with asphalt.

**CARRIED**

6. PW-21-2016 – Tender PW-14-2016 – Radtke Road

David Unrau provided an overview of the report. Mr. Unrau noted that seven firms picked up tender packages, and three firms submitted complete tender documents on July 20th. The tender included provisional items such as replacement of culverts not within the original construction zone. The complete scope of work includes 0.1 km of road reconstruction and 0.7 km of pulverizing and paving. To bring the budget and scope of work to acceptable levels a modification to the amount of road pulverized can be made. Patching will be completed on the unfinished 0.15 km of road. The replacement of the culverts and completing the remaining section of road will be budgeted for 2017.

The 2016 budget allotment for this project was \$200,813.00. To realize the revised proposed scope of work, unspent funds from other completed projects equivalent to \$90,000 was reviewed.

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

That Council approves the award of PW-14-2016 Radtke Road to RGT Clouthier Construction in the amount of \$323,631.35 + HST, with the understanding that a change order will be issued to reduce the scope of work to match the amended budget of \$290,000.00.

**CARRIED**

7. Public Works Budget Report

Received for information.

8. Sewage System Budget Report

Received for information.

9. Waterworks Budget Report

Received for information.

**CLOSED MEETING**

There was no closed meeting.

**ADJOURNMENT**

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

That the meeting be adjourned.

**CARRIED**

The meeting adjourned at 8:25 p.m.



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Clerk