

**TOWN OF PETAWAWA**

**COUNCIL-IN-COMMITTEE**

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

**Also Present:**            **Daniel Scissons**                    **Christine Mitchell**  
                                 **Karen Cronier**                    **Cyndy Phillips**  
                                 **David Unrau**                    **Kelly Williams**  
                                 **Joe McDonald**                    **Sean Chase**  
                                 **Mike Giardini**                    **Patricia Leboeuf**

The Council-in-Committee meeting was opened by the Mayor at 6:27 p.m.

**DISCLOSURE OF PECUNIARY INTEREST**

There were no disclosures of pecuniary interest.

**PRESENTATIONS**

There were no presentations.

**ECONOMIC DEVELOPMENT**

1.     Activity Report – May 2015

Cyndy Phillips, Economic Development Officer, provided an overview of the monthly report. Ms. Phillips reported that the Country Cupboard celebrated their 20<sup>th</sup> anniversary and the Quality Inn and Suites received the Choice Hotels Platinum Award for the 5<sup>th</sup> year in a row. Ms. Phillips indicated that Dillon Spence was hired as the Tourism Ambassador and that the Visitor Information Centre would be operational Tuesday through Saturday in the corridor between the Parks & Recreation Department and the Library.

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

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

**CARRIED**

Councillor Lemay put forward a request to conduct a VIC location review. Councillor Lemay suggested, based on visitor statistics, that the Petawawa Heritage Village might be a more favourable location.

2. ED-04-16 – Municipal Signage Program

Cyndy Phillips provided an overview of the report. Ms. Phillips indicated that Council had selected powder coated aluminum sign posts and Dibond sign boards. The selection before Council was the sign post design and mounting.

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

That Council approves the installation of new Town signage with aluminum posts and decorative caps at a cost of \$1,965 per sign for large signs. That Council authorizes staff to determine priority locations for new signage and that the amount of signs to be installed fit within allotted budget dollars for 2016; \$28,000 under Parks and Recreation and \$2,500 under Economic Development.

**CARRIED**

Councillor Sabourin requested that staff consider using a CNIB endorsed font, Verdana for the signs and follow additional accessibility recommendations such as font size, colour contrast and leading space.

3. Economic Development Budget Report

Received for information.

**PARKS AND RECREATION**

1. Activity Report – May 2016

Kelly Williams, Manager of Parks & Recreation, presented the monthly report. Mr. Williams reported that Petawawa had hosted the Healthy Kids Community Challenge consultant from Evergreen who provided a workshop on building natural play spaces. Mr. Williams indicated that community consultation and input into design elements would begin in September, with anticipated construction, in the spring of 2017. Mr. Williams acknowledged the Petawawa Horticultural Society donation of trees and the planting of those trees with school grade students along the connecting path between the Civic Centre and Leeder Lane. Mr. Williams provided a review of the eight session “Progress to Fitness” program that was the outcome of the consultation with a volunteer senior recreational committee. Mr. Williams highlighted the upcoming Canada Day celebrations at Centennial Park and the Upper Ottawa River Race and Paddle Festival, August 5-7<sup>th</sup>.

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

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

**CARRIED**

2. PR-08-16 – Heritage Village Memorandum of Understanding

Kelly Williams reported that the current Memorandum of Understanding with the Petawawa Heritage Society (PHS) expired as of June 2016 and that discussion with Ms. Ann McIntyre, President of the PHS had occurred. The following changes are reflected in the new MOU; the PHS will consult the Town and provide cooperation with respect to management of trees and vegetation at the site, inclusion in the addition of historical structures and adherence to municipal site plan approval process as well as collaboration on tourism, marketing, promotion and volunteer recognition for the Heritage Village site.

**MOVED BY: Treena Lemay**

**SECONDED BY: Murray Rutz**

That Council approves the renewal of the Memorandum of Understanding between the Petawawa Heritage Society and the Town of Petawawa regarding operation of the Petawawa Heritage Village.

**CARRIED**

3. Parks and Recreation Budget Report

Received for information.

**PLANNING**

1. Activity Report – May 2016

Karen Cronier, Planning Coordinator, presented the monthly report. Ms. Cronier reported that a standard objection letter had been sent to MNRF regarding the H&H Construction Inc. Aggregate Resources Act application. Ms. Cronier also reported on the status of various site plans and zoning by-law amendments. Ms. Cronier and Mr. Unrau are reviewing the tree planting requirements as part of the subdivision agreements and will provide a report to Council when the review is complete. Ms. Cronier noted the closing of the local Red Cross office and with the largest volunteer base in Petawawa the Town has received a request to store some emergency kits. Staff will review the possibilities.

**MOVED BY: Tom Mohns**

**SECONDED BY: James Carmody**

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

**CARRIED**

2. PL-16-16 – Consent Applications 1758987 Ontario Inc., B 74/10, B75/10 and B76/10, Part Lot 14, Concession 6, Murphy Road.

Karen Cronier explained that the purpose and effect of the application is to create three residential lots, one acre in size, each with 30 metre frontages. Since the

property is located on Murphy Road adjacent to a former landfill site, the applicant will be required to prepare a technical study to determine if there are any negative impacts from the closed landfill in addition to subscribing to all the conditions for Habitat of Endangered and Threatened Species. The applicant will be required to obtain a zoning by-law amendment, to reduce the 500 metre restriction and change zoning from Rural to Residential One; as well as create a registered plan of survey for each lot.

**MOVED BY: Treena Lemay**  
**SECONDED BY: James Carmody**

That Council support consent Files B74/10, B75/10 and B76/10 on condition that:  
1) the applicant prepares a study that supports the development (construction of a dwelling) within 500 metres of the perimeter of the fill area of the former dump site;  
2) that the applicant obtain a zoning by-law amendment to permit a reduced separation distance noted in Section 3.27(a)(vii) of the Zoning By-law for those lots where dwellings are proposed within the 500 metres of the former landfill site and amend the zoning so that it is recognized as a Residential One type zone, and  
3) that a registered plan of survey be prepared for each lot so that we may ensure compliance with the Zoning By-law.

**CARRIED**

3. PL-17-16 – Consent Applications B 151/15 and B152/15, Richard Rantz & Donald Rantz, Part Lot 14, Concession 7, Murphy Road.

Karen Cronier explained that the purpose and effect of the application is to sever two residential lots. B151/15 is proposed to be 1.68 acres and B152/15 is proposed to be 1.03 acres. Ms. Cronier indicated that the B151/15 lot would be developed within the 500 metre perimeter restriction and that the lands were subject to a favourable preliminary Ecological Site Assessment. Ms. Cronier noted that a zoning by-law amendment would be required, referencing the reduction in the 500 metre separation distance for B151/15 and that both properties would require a rezoning to R1 designation.

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

That Council support consent applications B151/15 and B152/15 on condition that the applicant obtain the necessary zoning by-law amendments as noted in this report and that the applicant prepare registered survey plans identifying the location of the severed lands.

**CARRIED**

4. PL-18-16 – Consent Application B54/16 and B55/16, 809566 Ontario Limited, Kai Laporte, Part Lot 21, Concession 8, 1027 and 1039 Victoria Street.

Karen Cronier explained that the purpose and effect of the application is to sever two lots from one holding known as 1027 and 1039 Victoria Street. The 1027

Victoria Street location would be retained lands zoned Commercial. These lands will require site plan approval, including, delineated and paved parking lot, access, privacy fencing between commercial use and residential lot and a storm water management plan. B54/16 is proposed to be .226 acres, on which, the applicant is proposing to construct a two unit dwelling. A zoning by-law amendment would be required as well as a reduction on the required frontage. A requirement for two parking spaces per unit has also been added to ensure sufficient parking for the residents of the proposed dwellings.

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

That Council support consent applications B54/16 and B55/16 on condition that; 1) the applicant obtain a zoning by-law amendment for the lot under File B54/16 to allow the construction of a two unit dwelling as well as a reduction in the required frontage; 2) that the applicant obtain site plan approval and enter into a site development agreement with the Town for the redevelopment of the commercial property located at 1027 Victoria Street.

**CARRIED**

5. PL-19-16 – Lapointe Site Plan Approval – Lapointe Mini Warehouse Facility, Petawawa Industrial Park, Part Lot 22 and 23, Concession 5, Industrial Avenue.

Karen Cronier reported that submitted site plan includes four mini storage buildings with an open storage area towards the rear of the property on a graveled parking lot with gated perimeter fencing. The proposed use is in conformity with the Town Official Plan.

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

That Council grants site plan approval for the Lapointe Mini Warehouse Facility on Industrial Avenue on condition that the applicant enters into a site development agreement with the Town.

**CARRIED**

6. Planning Budget Report

Received for information.

7. Building Department Activity Report – May 2016

Karen Cronier presented the Building Department monthly report for May noting the increase in issued permits over the same period last year.

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

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

**CARRIED**

8. Building Department Budget Report

Received for information.

**PUBLIC WORKS**

1. Activity Report – May 2016

David Unrau, Director of Public Works, provided an overview of the monthly report. Mr. Unrau noted the high number of locates completed during the month along with routine gravel road maintenance.

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

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

**CARRIED**

2. Waterworks Monthly Report – May 2016

David Unrau provided an overview of the report submitted by OCWA. Mr. Unrau noted the ongoing water and wastewater plants roof repairs, the SCADA programming for the backwash and the water and sewer connection inspections resulting from ongoing residential development.

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

That the Waterworks monthly report for May be accepted as information.

**CARRIED**

3. Capital Projects Update – June 2016

David Unrau provided an update regarding current capital projects, asset management, energy management, waste management and water quality. Mr. Unrau reported that James Street, East Street sidewalk, Municipal Front Entrance Accessibility Improvements, and Irma Street Sanitary Sewer projects have all been completed. Civic Centre Road Phase 2 has started and the tender for the installation of the Municipal Office and Renfrew Street Pumping Station Emergency Generators has closed. Mr. Unrau further reported that he has added a Preventative Maintenance section to his report, which will document efforts to extend the life of municipal assets.

**MOVED BY:** Gary Serviss  
**SECONDED BY:** Treena Lemay

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

**CARRIED**

4. PW-14-2016 – Expansion Seal Replacement

David Unrau provided an overview of the report. Mr. Unrau noted that three firms were invited to submit bids prior to the closing date of June 7, 2016. Mr. Unrau noted that this project expense was anticipated in the water treatment plant maintenance budget.

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

That Council approves the award of Replacement of Expansion Joints at WTP to Queensway Caulking in the amount of \$14,250.00 + HST.

**CARRIED**

5. PW-15-2016 – Achray Road Reconstruction

David Unrau provided an overview of the report. Mr. Unrau indicated that Achray Road was identified in the Asset Management Plan and Infrastructure Update Plan as high priority for the Town. Similar priority has been affirmed in discussions with the Township of Laurentian Valley. A partnership to share the design and construction of Achray Road, Phase 2 is to be budgeted for and commence in 2017.

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

That Council approves the funding for the design of this project was included in the 2016 budget and the expense is to be split with the Township of Laurentian Valley.

**CARRIED**

An agreement; confirming the partnership, sharing of expenses and naming the lead for the project will be drafted for Laurentian Valley's endorsement.

6. Installation of Emergency Standby Generators – Municipal Office and Renfrew Street Pumping Station

David Unrau provided an overview of the report. Mr. Unrau reported that the tender was circulated on MERX. Eight firms received tender packages and two firms submitted complete tender packages on June 22, 2016 closing date. Mr. Unrau noted the accompanying report by R.V. Anderson Associates Ltd.

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

That Council approves the award of PW-12-2016 – Installation of Emergency Standby Generators – Municipal Office and Renfrew Street Pumping Station to 1342826 Ontario Limited O/A Frank's Electric in the amount of \$166,422.24 + HST.

**CARRIED**

9. Public Works Budget Report

Received for information.

10. Sewage System Budget Report

Received for information.

11. Waterworks Budget Report

Received for information.

**CLOSED MEETING**

There was no closed meeting.

**ADJOURNMENT**

**MOVED BY: Murray Rutz**

**SECONDED BY: Tom Mohns**

That the meeting be adjourned.

**CARRIED**

The meeting adjourned at 8:43 p.m.

  
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Clerk