

6:30 p.m.

August 14, 2017

**TOWN OF PETAWAWA**  
**COUNCIL-IN-COMMITTEE**

<b>Present:</b>	<b>Mayor Bob Sweet</b> <b>Councillor Treena Lemay</b> <b>Councillor Theresa Sabourin</b>	<b>Deputy Mayor Tom Mohns</b> <b>Councillor Murray Rutz</b> <b>Councillor Gary Serviss</b>
<b>Regrets:</b>	<b>Councillor James Carmody</b>	
<b>Also Present:</b>	<b>Daniel Scissons</b> <b>Annette Mantifel</b> <b>Kelly Williams</b> <b>Cyndy Phillips</b> <b>Dan Wilson</b> <b>Joan Behnke</b> <b>Patricia Leboeuf</b>	<b>Christine Mitchell</b> <b>Steve Knott</b> <b>Karen Cronier</b> <b>David Unrau</b> <b>Joe McDonald</b> <b>Rebecca Bartlett</b>

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. 2017 Water and Wastewater Rate Study Update – Dan Wilson, Watson & Associates Economists Ltd.

Dan Wilson of Watson & Associates Economists Ltd. provided an overview of the “2017 Water and Wastewater Rate Study Update”. Mr. Wilson explained that his firm was retained to: review existing water and wastewater agreements in place between the Town of Petawawa and Garrison Petawawa; facilitate meetings between Town staff and Garrison personnel regarding the agreements, and the interpretation of how they impact the calculation of water and wastewater rates specific to Garrison Petawawa; and adjust the Town’s Water and Wastewater Rate Study Update completed in 2016 to reflect the interpretations of the Garrison agreements.

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

That Council approves the 2017 Water and Wastewater Rate Study Update.

**CARRIED**

## **FIRE DEPARTMENT**

### 1. Activity Report – July 2017

Chief Steve Knott provided an overview of the monthly report. Chief Knott highlighted the importance of obtaining an annual fire permit to ensure residents are compliant with By-law 294/04. Chief Knott indicated when a residence is purchased that the homeowner needs to apply for a fire permit even if there is an existing fire pit on the property. Fire permits are non-transferable. With respect to smoke and carbon monoxide alarms, they are required by law. Smoke alarms are required to be installed on each level of the home, outside sleeping areas and the units should be replaced every ten years. CO alarms need to be outside sleeping areas and the entire unit should be replaced every seven years.

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

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

**CARRIED**

### 2. Fire Prevention Report – July 2017

Chief Knott provided an overview of the report. Chief Knott noted that the annual vulnerable occupancy fire drills were conducted and reports submitted to the Office of the Ontario Fire Marshal and Emergency Management.

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

That the Fire Prevention report for July be accepted as information.

**CARRIED**

### 3. Fire Protection Budget Report

Received for information.

## **PARKS AND RECREATION**

### 1. Activity Report – July 2017

Kelly Williams, Manager of Parks and Recreation, provided an overview of the monthly report. Mr. Williams highlighted tree removals, due to storm damage, in area parks, the ongoing summer camps and the ONtour concert series coming to Petawawa on September 17<sup>th</sup> at Centennial Park.

**MOVED BY: Theresa Sabourin**  
**SECONDED BY: Treena Lemay**

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

**CARRIED**

2. PR-09-17 – 2017/18 Parks and Recreation Department Rates and Fees

Kelly Williams provided an overview of the report. Mr. Williams referenced the 2016 Parks and Recreation Pricing Policy which provided a proposed annual increase to services that are currently priced under market value. Mr. Williams noted that for other services with comparable market rates that a 1.3% CPI index be applied.

**MOVED BY: Theresa Sabourin**

**SECONDED BY: Murray Rutz**

That Council approves the staff recommendation to adjust annual recreational service fees commencing September 1, 2017 by factors as established in report PR-09-17 and further outlined in Appendix “A” 2017/2018 recommended rates and fees schedule. These increases are in keeping with the approved Parks and Recreation Services Pricing Policy Study completed in 2016.

**CARRIED**

3. Parks and Recreation Budget Report

Received for information.

**PLANNING AND DEVELOPMENT**

1. Economic Development Activity Report – July 2017

Cyndy Phillips, Economic Development Officer, provided an overview of the monthly report and the website analytics. Ms. Phillips noted that the recent Upper Ottawa River Race and Paddle Festival had a total of 267 paddlers participate across all events. Ms. Phillips reported that \$10,000 was raised for CHEO and that SRB Technologies was the winning paddle team in that event. The Town of Petawawa team of Councillors Carmody, Sabourin and Serviss was second. Ms. Phillips also presented the enhanced Highway 17 boundary signage design.

**MOVED BY: Murray Rutz**

**SECONDED BY: Gary Serviss**

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

**CARRIED**

2. Economic Development Budget Report

Received for information.

3. Planning and Development Activity Report – July 2017

Karen Cronier, Director of Planning and Development, provided an overview of the monthly report. Ms. Cronier noted various zoning applications and reviewed the status of site plans and subdivisions.

**MOVED BY: Theresa Sabourin**

**SECONDED BY: Tom Mohns**

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

**CARRIED**

4. PL-20-17 – Consent File B20/17-B22/17, Karen Raddatz & Kevin Papkie, Part of Lot 8, Range B, Schwanz Road

Karen Cronier explained the purpose and effect of the consent application is to sever three residential lots, each lot being 1,933 square metres in area with 30.48 metres of road frontage along Sack Road. The final retained lands will be 6,067 square metres in area with 36.27 metres of road frontage on Sack Road and 63.86 metres on Schwanz Road. There is an existing house, garage and shop on the retained lands and a shed on the severed lands. Both the shop and shed are to be demolished.

**MOVED BY: Tom Mohns**

**SECONDED BY: Murray Rutz**

That Council supports the approval of File B20/17, B21/17 and B22/17 on condition that the applicant:

1. Provide a draft survey plan identifying the location of the new lot lines in relation to the existing house and other structures;
2. Obtain a demolition permit and remove the shop on the retained lands and the shed on the severed lands; and
3. That a registered plan of survey is submitted.

**CARRIED**

5. PL-21-17 – Consent File B54/17, 135369 Ontario Limited, Part of Lot 20, Concession 7, Portage Road

Karen Cronier explained this application is a resubmission of lapsed consent file B114/15. The purpose and effect of the application is to sever a 0.22 acre residential lot from the existing property known municipally as 1 Portage Road. The subject property is designated Residential under the Official Plan and is zoned Residential One (R1) pursuant to the Zoning By-law.

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

That Council supports Consent File B54/17 on condition that:

1. The location of the existing water line is identified through the submission of a registered reference plan and that an easement is formally registered on title;
2. That a draft plan is submitted identifying the location of the existing structures on the retained lands in relation to the new lot line so that we may confirm zoning conformity;
3. That the proposed severed and retained lands meet access and servicing requirements of the Public Works Department; and
4. That a registered survey plan be submitted.

**CARRIED**

6. Planning Budget Report

Received for information.

7. Building Activity Report – July 2017

Karen Cronier presented the Building monthly report for July.

**MOVED BY: Theresa Sabourin**  
**SECONDED BY: Treena Lemay**

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

**CARRIED**

8. Building Budget Report

Received for information.

**PUBLIC WORKS**

1. Capital Projects Update – August 2017

David Unrau, Director of Public Works, provided an update to Council regarding current capital projects, asset management, energy management, waste management and water quality. Mr. Unrau indicated that traffic lights are scheduled for installation at the intersection of Laurentian Drive and Petawawa Boulevard by the County of Renfrew. Mr. Unrau reported that the raised intersections along Civic Centre Road are a safety measure and ensure accessibility compliance.

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

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

**CARRIED**

2. Activity Report – July 2017

David Unrau provided an overview of the monthly report. Mr. Unrau noted the continued effort to maintain the gravel roads with weekly grading and dust suppression. Mr. Unrau reported that five damaged trees, in various subdivisions, where replaced.

**MOVED BY: Gary Serviss**

**SECONDED BY: Murray Rutz**

That the Public Works monthly report for July 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.

**ANIMAL CONTROL/BY-LAW ENFORCEMENT**

1. Activity Report – July 2017

Daniel Scissons, CAO/Clerk, presented the monthly report.

**MOVED BY: Treena Lemay**

**SECONDED BY: Theresa Sabourin**

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

**CARRIED**

2. MLEO-06-17 – Taxi Licences-Applications 2017

Daniel Scissons provided an overview of the report.

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

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

**CARRIED**

3. Animal Control/By-law Enforcement Budget Report

Received for information.

**FINANCE AND MANAGEMENT**

1. Accounts Payable – July 2017

Annette Mantifel, Treasurer, presented the report.

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

That the general cheque #'s 25541 to 25703 in the amount of \$1,874,185.08 be passed by Council and paid by the Treasurer.

**CARRIED**

2. Budget Reports (Administration & Council)

Received for information.

**CLOSED MEETING**

There was no closed meeting.

**ADJOURNMENT**

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

That the meeting be adjourned.

**CARRIED**

The meeting adjourned at 8:10 p.m.



Clerk