

6:30 p.m.

December 11, 2017

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

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

**Regrets:**                    **Councillor Treena Lemay**

**Also Present:**            **Daniel Scissons**                    **Dawn Recoskie**  
                                 **Annette Mantifel**                    **Steve Knott**  
                                 **Kelly Williams**                    **Mark Reinert**  
                                 **David Unrau (6:42 p.m.)**                    **Rebecca Bartlett**  
                                 **Patricia Leboeuf**                    **Steve Uhler**

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

**DISCLOSURE OF PECUNIARY INTEREST**

Mayor Bob Sweet declared a pecuniary interest with respect to Staff Report PW-22-2017 – Three-Year Renewal of OCWA Agreement.

**PRESENTATIONS**

There were no presentations.

**FIRE DEPARTMENT**

1.     Activity Report – November 2017

Fire Chief Steve Knott provided an overview of the monthly report. Chief Knott reported that there were two motor vehicle collisions, two carbon monoxide alarms, two unauthorized burning events, and two false alarms for the month of November.

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

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

**CARRIED**

2.     Fire Inspections and Activities Report – November 2017

Chief Knott provided an overview of the report. Chief Knott reminded residents to be fire safe during the holiday season; keep live Christmas trees well-watered, inspect extension cords, and supervise the use of candles.

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

That the Fire Inspections and Activities report for November be accepted as information.

**CARRIED**

3. Fire Protection Budget Report

Received for information.

**PARKS AND RECREATION**

1. Activity Report – November 2017

Kelly Williams, Manager of Parks and Recreation, provided an overview of the monthly report. Mr. Williams reported that he and Karen Cronier, Director of Planning and Development, provided a joint presentation to the County of Renfrew's Property and Development Committee on November 14, 2017 highlighting "What's New in Petawawa". Mr. Williams attended the Town's annual emergency exercise training session on November 28, 2017 and Mr. Williams and David Unrau, Director of Public Works, provided corporate health and safety awareness training sessions for Town staff on November 29 and 30, 2017. Mr. Williams reported the Christmas Angels Dinner will be held at the Petawawa Civic Centre on Christmas Day.

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

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

**CARRIED**

2. PR-10-17 – Centennial Park – Renovation Considerations for the Existing "Catwalk Wall"

Kelly Williams provided an overview of his report outlining different options for Council to consider for remediation work for the existing Catwalk wall during the 2018 budget deliberations. Options included: full remediation at an estimated amount of \$870,000.00; partial remediation at an estimate of \$622,500.00; or alternate solutions such as the development of a concept plan or even closing access to the Catwalk.

Council discussed conducting the remediation work in phases as opposed to all at once. Other considerations involved hosting a public meeting to get the public's input on what should be done with the Catwalk; advertising for a landscape architect

to provide options (sidewalk, installing railings, connecting to existing trail network etc.); and setting money aside in reserves for future work.

The report was received for information at this time.

3. PR-11-17 – Petawawa Point Park – Municipal Boat Launch Parking Lot Improvements

Kelly Williams provided an overview of his report outlining different options for Council to consider for remediation work at the existing boat launch parking lot at Petawawa Point during the 2018 budget deliberations. Options included: increasing the parking lot footprint for an additional 20 parking spaces at an estimate of \$20,000.00-\$25,000.00, which would involve the removal of trees; implementing a boat launch fee and providing staff at an estimate of \$10,000.00 for wages with the revenue from the boat launch fee to offset the wages; or conducting both options (more parking spaces and a boat launch fee with staff).

Council discussed the options, noting that if a fee is going to be charged, users will expect more services. Council discussed the installation of an automatic ticket dispenser instead of hiring staff. Council also discussed that more parking spaces are required at Petawawa Point.

The report was received for information at this time.

4. Parks and Recreation Budget Report

Received for information.

**PLANNING AND DEVELOPMENT**

1. Economic Development Activity Report – November 2017

Daniel Scissons, CAO/Clerk, provided an overview of the monthly report on behalf of Cyndy Phillips, Economic Development Officer. Mr. Scissons highlighted the senior staff focus session with MDB Insight in conjunction with the Economic Action Strategy; the Ontario East AGM and tour of Garrison Petawawa; the sod turning event for the Marriott TownePlace Hotel & Suites; and the grand re-opening of GearHeads.

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

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

**CARRIED**

2. Economic Development Budget Report

Received for information.

3. Planning and Development Activity Report – November 2017

Daniel Scissons provided an overview of the monthly report on behalf of Karen Cronier, Director of Planning and Development. Mr. Scissons highlighted the Mielke Quarry Official Plan amendment and Zoning By-law amendment, noting a question and answer package is being prepared; the on-going discussions between the Town's Engineer and Greenwood regarding the impact of the proposed pit on area roads; the removal of the Holding Symbol from the Marriott TownePlace Hotel & Suites property; and discussions on the removal of the second entrance at the Pembroke Mitsubishi property. Mr. Scissons noted the Town's annual emergency exercise was hosted on November 28, 2017 using the new IMS (Incident Management System) process and procedures.

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

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

**CARRIED**

4. Planning Budget Report

Received for information.

5. Building Activity Report – November 2017

Daniel Scissons presented the Building monthly report for November, noting the building permit values and building permit fees have exceeded the 2016 values and fees.

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

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

**CARRIED**

6. Building Budget Report

Received for information.

**PUBLIC WORKS**

1. Activity Report – November 2017

David Unrau, Director of Public Works, provided an overview of the monthly report. Mr. Unrau reported the first plow of snow occurred on November 19, 2017

with approximately 18 centimetres of snow accumulation. The Public Works Department plowed snow three times; sand/salted four times; and cleared sidewalks three times during November. Mr. Unrau reported the Town was successful with its application to the Ontario Municipal Commuter Cycling (OMCC) program; the Town will receive \$90,770.66 to put towards the creation of an Active Transportation Plan and the construction of commuting enhancements to the Algonquin Trail between Airport and Murphy Roads.

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

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

**CARRIED**

2. Waterworks Monthly Report – October & November 2017

David Unrau provided an overview of October monthly report submitted by OCWA.

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

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

**CARRIED**

David Unrau provided an overview of November monthly report submitted by OCWA.

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

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

**CARRIED**

At this point, due to his declared pecuniary interest, Mayor Sweet vacated the Chair and the Council Chambers. Deputy Mayor Mohns took over as the Chair.

3. PW-22-2017 – Three Year Renewal of OCWA Agreement

David Unrau presented the report. Mr. Unrau reported that the agreement has been reviewed by Town staff and the Town's insurer.

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

That Council approves entering into a three-year agreement with the Ontario Clean Water Agency (OCWA) for the operation and maintenance of water and wastewater treatment facilities and distribution and collection systems and that a by-law be brought forward at the December 18, 2017 Council meeting to formalize the agreement.

**CARRIED**

At this point, Mayor Sweet returned to the Council Chambers and resumed the Chair.

4. PW-23-2017 – Sale of Surplus Equipment Tender PW-16-2017

David Unrau presented the report.

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

That Council approves the sale of the 2002 International Tandem Dump Truck/Snow Plow, as advertised through Tender PW-16-2017, to Hec Clouthier & Sons Inc. in the amount of \$19,130.00 plus HST. And that the Mayor and the CAO/Clerk be authorized to execute the form of contract for the agreement for terms of sale of said truck.

**CARRIED**

5. PW-24-2017 – Sale of Surplus Equipment Tender PW-17-2017

David Unrau presented the report.

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

That Council approves the sale of the 2006 Ford Econoline 1 Ton Cargo Van, as advertised through Tender PW-17-2017, to Bowers Mobile Services in the amount of \$855.00 plus HST. And that the Mayor and the CAO/Clerk be authorized to execute the form of contract for the agreement for terms of sale of said van.

**CARRIED**

6. Public Works Budget Report

Received for information.

7. Sewage System Budget Report

Received for information.

8. Waterworks Budget Report

Received for information.

**ANIMAL CONTROL/BY-LAW ENFORCEMENT**

1. Activity Report – November 2017

Dawn Recoskie, Deputy Clerk, presented the monthly report. Ms. Recoskie reminded residents to purchase their 2018 pet tags by 12:00 noon on December 29, 2017 as fees will double in price on the first business day in January 2018.

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

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

**CARRIED**

2. Animal Control/By-law Enforcement Budget Report

Received for information.

**FINANCE AND MANAGEMENT**

1. FM-09-17 – Property Tax Relief for Royal Canadian Legion

Annette Mantifel, Treasurer, provided an overview of the report.

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

That a by-law be brought forward to exempt Branch 517 of the Royal Canadian Legion located at 3583 Petawawa Boulevard from property taxation for Town of Petawawa purposes for a period of ten years and this by-law be effective January 1, 2018.

**CARRIED**

2. FM-10-17 – 2017 Property Tax Write-Offs

Annette Mantifel provided an overview of the report.

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

That the list of 2017 property taxation write-offs in the amount of \$12,149.69 be approved pursuant to the Municipal Act, 2001, S.O. 2001, Sections 357 and 358 and the Assessment Act, R.S.O. 1990, Sections 39.1 and 40.

**CARRIED**

3. Accounts Payable – November 2017

Annette Mantifel presented the report.

**MOVED BY: Tom Mohns**

**SECONDED BY: Murray Rutz**

That the general cheque #'s 26292 to 26527 in the amount of \$1,875,762.29 be passed by Council and paid by the Treasurer.

**CARRIED**

4. 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