

6:30 p.m.

November 4, 2019

TOWN OF PETAWAWA

REGULAR MEETING OF COUNCIL

Present: Mayor Bob Sweet
Councillor James Carmody
Councillor Tom Mohns
Councillor Theresa Sabourin

Deputy Mayor Gary Serviss
Councillor Matthew McLean
Councillor Murray Rutz

Also Present: Daniel Scissons
Karen Cronier
Eric Bays
Judith Bando
Sam McCrea
Joe McDonald
Patricia Leboeuf

Dawn Recoskie
Chris Doucette
Wayne Bando
Maegan Jackson
Robbie Rumboldt
Rudy Kadlec

CALL TO ORDER (Moment of Silent Reflection)

The Mayor called the meeting to order at 6:32 p.m.

APPROVAL OF AGENDA

The agenda was amended through an Addendum issued earlier in the day with reference to the following: **CORRESPONDENCE**, 2. Request for Letter of Support for new area Aquatic Fitness & Community Centre – Mayor Michael LeMay, City of Pembroke.

MOVED BY: Murray Rutz
SECONDED BY: James Carmody

- (1) That the agenda for the November 4, 2019 meeting of Council be adopted, as amended.

CARRIED

DISCLOSURE OF PECUNIARY INTEREST

There were no disclosures of pecuniary interest.

APPROVAL OF MINUTES

1. Council Meeting (October 21, 2019)

MOVED BY: Gary Serviss
SECONDED BY: Theresa Sabourin

- (2) That the minutes of the regular meeting of Council held October 21, 2019 be approved as printed and circulated.

CARRIED

PRESENTATIONS

1. Deep River and District Hospital Foundation – Chris Doucette, Executive Director

Chris Doucette, Executive Director for the Deep River & District Hospital Foundation (DRDHF) provided a presentation to Council outlining the Foundation's fundraising campaign to purchase capital equipment for the Deep River & District Hospital so the hospital can sustain the exceptional services it provides. Mr. Doucette explained the Provincial Government does not fund hospitals for the purchase of new hospital equipment or the replacement of aging equipment. The estimate to install new imaging equipment is \$1.75 million; over the last year and a half the fundraising campaign, which has included a few "Catch the Ace" raffle lotteries, has raised \$1.31 million. The DRDHF is requesting financial support from the community, local businesses, and individuals in raising the remaining estimated amount of \$440,000 of the campaign, to purchase an x-ray machine, portable x-ray unit, and ultrasound scanner.

Mayor Sweet, on behalf of Council, thanked Mr. Doucette for his presentation.

2. Preliminary Entrance Approval for Official Plan and Zoning Amendments for Petawawa Pine Forest Services Inc. – Eric Bays, Intermediate Planner, Stantec

Eric Bays, Intermediate Planner with Stantec, provided a presentation to Council on behalf of Petawawa Pine Forest Services Inc. Mr. Bays explained Petawawa Pine plans to apply to the Ministry of Natural Resources and Forestry (MNRF) for an aggregate licence for its property on Summers Road; noting Official Plan and Zoning By-law amendments will be required to permit the use. Petawawa Pine is seeking preliminary approval from Council of the proposed entrance location from Summers Road. Mr. Bays explained Council's approval will provide Petawawa Pine with confidence to proceed with an aggregate licence submission to MNRF, as well as the Official Plan and Zoning amendment applications.

MOVED BY: Tom Mohns
SECONDED BY: James Carmody

- (3) That Council approves in principle, the request from Petawawa Pine Forest Services Inc., to provide access from Summers Road/Black Bay Road to the McCrea property as identified on the submitted location plan, pending the completion of all studies.

CARRIED

BY-LAWS

There were no by-laws.

CORRESPONDENCE

1. Major Speed Limit Update for County Roads – Lee Perkins, Director of Public Works & Engineering, County of Renfrew

Mayor Bob Sweet provided an overview of the correspondence. The item of correspondence was received for information.

2. Request for Letter of Support for new area Aquatic Fitness & Community Centre – Mayor Michael LeMay, City of Pembroke

Mayor Bob Sweet presented the item of correspondence.

MOVED BY: James Carmody
SECONDED BY: Theresa Sabourin

- (4) That staff be directed to prepare a letter of support, on behalf of the Mayor and Council, for the City of Pembroke's application under the Investing in Canada Infrastructure Program (ICIP) Grant in the Community, Culture and Recreation Stream for a new pool facility.

DEFEATED

MINUTES

1. Council-in-Committee Meeting (October 28, 2019)

MOVED BY: Gary Serviss
SECONDED BY: Matthew McLean

- (5) That the minutes of the Council-in-Committee meeting held on October 28, 2019 be accepted by Council, and that resolutions from that Committee become resolutions of Council.

CARRIED

2. Petawawa Public Library Board (September 23, 2019)

Councillor James Carmody provided an overview of the recent activities of the Petawawa Public Library Board.

MOVED BY: James Carmody
SECONDED BY: Gary Serviss

- (6) That the minutes of the Petawawa Public Library Board meeting held on September 23, 2019, be adopted as information.

CARRIED

STAFF REPORTS

1. ADMIN-31-2019 – Purchase of Pet Licensing Services and Software License

Dawn Recoskie, Deputy Clerk, provided an overview of the report. Ms. Recoskie explained that staff researched alternatives for pet licensing registrations in order to improve customer service and convenience, increase efficiency, improve compliance, and reduce labour costs. Through that review, DocuPet was identified as a company that is currently providing a program focusing on licensing, customer service and animal return to municipalities in Ontario; it should also be noted that DocuPet was the only company identified that offers a comprehensive internet-based pet registration management platform and affiliated services. Ms. Recoskie explained DocuPet has approximately 25 municipal clients in Ontario.

Outsourcing pet licensing to DocuPet is estimated to save approximately 535 hours of staff time annually as each license takes approximately 15 minutes to administer. Staff time will then be reallocated to alleviate existing pressures.

DocuPet will charge the Town a flat fee of \$7.00 for every new or renewed pet registration; and \$4.00 for every replacement tag issued. There will also be an online credit card processing fee of 2.9% + \$0.30 per registration paid by credit card; this is a pass through cost.

Ms. Recoskie explained the financial advantages of outsourcing to DocuPet. The average annual pet registration revenue for the Town of Petawawa, excluding DocuPet fees and credit card fees, would be \$38,445.00. The number of staff hours (535) then needs to be taken into account, which would result in the average annual pet registration revenue being \$16,007.10 rather than the projected revenue of \$22,308.83 when using DocuPet's services.

MOVED BY: Theresa Sabourin

SECONDED BY: Murray Rutz

- (7) That Council, under authority of the Town's Procurement Policies and Procedures By-law 306/04, authorizes staff to proceed with the single source purchase of Pet Licensing Services and Software License from DocuPet Inc., and that a by-law be brought forward to the next Council meeting to enter into the Pet Licensing Services Agreement; and

That the Renfrew County Branch of the Ontario Society for the Prevention of Cruelty to Animals (OSPCA) be identified as the animal welfare provider; and

That the replacement pet tag fee be raised from \$5.00 to \$7.00; and

That the Town ceases its practice of exchanging pet tags from other municipal jurisdictions; and

That the Town ceases its practice of transferring pet tags from a deceased pet to a new pet; and

That staff make the necessary amendments to the Animal Control By-law to accommodate the changes referenced above and to accommodate the new 365 day pet tag validation period as opposed to the previous calendar year pet tag validation period.

CARRIED

COUNCILLOR REPORTS

Deputy Mayor Gary Serviss reported he attended a Petawawa Public Library Board meeting on October 28, 2019.

Councillor Tom Mohns – nothing to report.

Councillor Theresa Sabourin highlighted the Butter Tart Festival that is being held at the Petawawa Civic Centre on November 9, 2019.

Councillor Murray Rutz reported he attended a meeting of the CNL Environmental Stewardship Council on October 21, 2019. Councillor Rutz also met with Festival Hall Managing Director, Rick Wharton, on October 26, 2019 to finalize the details of the 40th Anniversary event scheduled for November 30, 2019.

Councillor James Carmody reported he attended an Ontario Association of Police Services Boards' (OAPSB) training session on October 30, 2019 in Carleton Place. Councillor Carmody also attended a 10 year housing and homelessness plan mid-term review focus group at the County of Renfrew on October 24, 2019 and a Petawawa Public Library Board meeting on October 28, 2019.

Councillor Matthew McLean – nothing to report.

Mayor Bob Sweet reported he attended a meeting in Eganville on October 23, 2019 with all 17 lower-tier municipalities, the City of Pembroke, the County of Renfrew, and the Township of South Algonquin, to discuss municipal efficiencies and partnerships. Mayor Sweet also attended a County Road 51 advisory meeting, and noted the County will be conducting stabilization work along the embankment of the Petawawa River towards the bridge. Mayor Sweet reported he attended the following County of Renfrew meetings in October: Finance and Administration, Development and Property, and County Council. Mayor Sweet also attended the Petawawa Rotary Club's Paul Harris Fellow recognition event.

Mayor Sweet invited all residents to attend the Petawawa Cenotaph on Remembrance Day to honour and remember the men and women who have served, and continue to serve Canada during times of war, conflict, and peace.

CLOSED MEETING

There was no closed meeting.

CONFIRMING BY-LAW

MOVED BY: Gary Serviss
SECONDED BY: Matthew McLean

- (8) That By-law 1298/19 be read a first, second and third time and passed.

CARRIED

ADJOURNMENT

MOVED BY: Tom Mohns
SECONDED BY: Murray Rutz

- (9) That the meeting adjourn to the call of the Mayor.

CARRIED

The meeting adjourned at 8:04 p.m.



Mayor



Clerk