

TOWN OF PETAWAWA

COUNCIL-IN-COMMITTEE

Present:	Mayor Bob Sweet Councillor James Carmody Councillor Murray Rutz	Deputy Mayor Gary Serviss Councillor Matthew McLean Councillor Theresa Sabourin
Regrets:	Councillor Tom Mohns	
Also Present:	Daniel Scissons Steve Knott Karen Cronier Annette Mantifel Colin Coyle Rudy Kadlec	Dawn Recoskie Kelly Williams David Unrau Christine Mitchell Wayne Bando Patricia Leboeuf

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

DISCLOSURE OF PECUNIARY INTEREST

In accordance with Section 5(1) of the *Municipal Conflict of Interest Act*, R.S.O. 1990, c.M.50., as amended, where a member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the council at which the matter is the subject of consideration, the member, (a) shall, prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof; (b) shall not take part in the discussion of, or vote on any question in respect of the matter; and (c) shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question.

1. **Declaration #2019-06**

Mayor Bob Sweet declared a potential deemed indirect pecuniary interest with respect to Report #PW-26-2019, Proposed Services Agreement Renewal with OCWA, as his son is employed by OCWA.

PRESENTATIONS

There were no presentations.

FIRE DEPARTMENT

1. **Activity Report – November 2019**

Fire Chief Steve Knott provided an overview of the report. Chief Knott reported the department responded to four false alarms, one motor vehicle collision, two carbon

monoxide, one dryer fire, and one natural gas call for the month of November. Chief Knott also highlighted the monthly platoon training which focused on vehicle fires and auto extrication.

MOVED BY: Gary Serviss
SECONDED BY: Theresa Sabourin

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

CARRIED

2. Fire Protection Budget Report

Received as information.

COMMUNITY SERVICES

1. Activity Report – November 2019

Kelly Williams, Director of Community Services, provided an overview of the monthly report. Mr. Williams reported on the various services, programs and rental activities realized over the month and highlighted the submission of the grant application on November 8, 2019 under the Investing in Canada Infrastructure Program-Community, Culture and Recreation Funding Stream for the replacement of the arena floor and boards, brine header and evaporative condenser.

MOVED BY: James Carmody
SECONDED BY: Murray Rutz

That the Community Services monthly report for November be accepted as information.

CARRIED

2. CS-10-19 – ATV/Snowmobile Trailhead Pilot Project

Kelly Williams provided an overview of the report.

MOVED BY: James Carmody
SECONDED BY: Murray Rutz

That Council authorizes staff to proceed with a two year trailhead pilot project beginning spring 2020 to allow for the creation of a parking/off-loading area in the northwest corner of Kiddyland Park along Norman Street and adjacent to the Algonquin Trail to support the Town and local business community in becoming an “ATV/Snowmobile Friendly Community”.

CARRIED

Colin Coyle, Recreation Program Coordinator, provided a presentation describing how becoming an ATV/snowmobile friendly community will benefit tourism and economic development within the Town. Mr. Coyle also presented a video showcasing the Algonquin Trail which will also be used to support tourism in the Town.

The presentation and video were received for information.

3. Community Services Budget Report

Received as information.

PLANNING AND DEVELOPMENT

1. Activity Report – November 2019

Karen Cronier, Director of Planning and Development, provided an overview of the monthly report. Ms. Cronier highlighted the various site plan applications, zoning by-law amendments, and active subdivisions. Ms. Cronier noted a Public Meeting will be held on December 16, 2019 regarding a zoning by-law amendment for severance application B19/19.

MOVED BY: Theresa Sabourin

SECONDED BY: Murray Rutz

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

CARRIED

2. Building Activity Report – November 2019

Karen Cronier presented the monthly report.

MOVED BY: James Carmody

SECONDED BY: Matthew McLean

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

CARRIED

3. PL-29-19 – New Emergency Response Plan and Draft By-law

Karen Cronier presented a draft of the new emergency response plan. Ms. Cronier reported the plan incorporates the more universal Incident Management System (IMS) principles and framework which is recognized by the Provincial Emergency Operations' Centre (PEOC) and various other levels of government and first responder organizations. A by-law will be brought forward to the December 16, 2019 Council meeting to adopt the new emergency response plan.

The report was received for information.

4. Budget Reports (Planning, Building, and Economic Development)

Received as information.

PUBLIC WORKS

1. Monthly Report – December 2019

David Unrau, Director of Public Works, provided an overview of the monthly report. Mr. Unrau highlighted capital projects to-date, asset management, and special projects. Mr. Unrau noted the sand and salt controller for the new tandem snow plow is deficient and has been sent back to the manufacturer for repair and/or replacement.

MOVED BY: Theresa Sabourin

SECONDED BY: Gary Serviss

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

CARRIED

At this point, 7:31 p.m., Mayor Bob Sweet vacated the Chair and exited the Council Chambers due to his declared pecuniary interest. Deputy Mayor Gary Serviss took the Chair.

2. PW-26-2019 – Proposed Services Agreement Renewal with OCWA

David Unrau provided an overview of the report. Mr. Unrau reported staff would like the opportunity to proceed with renewal discussions and explore what additional services OCWA can offer that would be beneficial to the municipality and its residents. The current services agreement expires on December 31, 2020.

MOVED BY: James Carmody

SECONDED BY: Murray Rutz

That Council authorizes staff to proceed with renewal negotiations with OCWA with respect to the services agreement as per By-law 1167/17.

CARRIED

At this point, 7:40 p.m., Mayor Bob Sweet returned to the Council Chambers and took the Chair.

3. PW-27-2019 – Investing in Canada Infrastructure Program: Green Stream

David Unrau presented the report. Mr. Unrau explained the proposal is to reconstruct Hilda Street, from Lisa Crescent to Audrey Street (375 m) and Lisa Crescent, from Scott Avenue to the cul-de-sac (415 m). This includes “urbanizing” Hilda Street and semi-urbanizing Lisa Crescent. The proposed works include hot mix paving and grading, granular base, concrete curb and gutter, concrete sidewalk, asphalt curb and gutter, storm sewers improvements, sanitary sewers replacement, watermain replacement, and landscaping. Included in the works will be the installation of inlets into the storm system for sump pumps. The closing date to submit the grant application is January 22, 2020.

MOVED BY: Murray Rutz
SECONDED BY: Theresa Sabourin

That Council authorizes staff to proceed with an application under the Investing in Canada Infrastructure Program: Green Stream for Hilda Street and Lisa Crescent.

CARRIED

4. Public Works Budget Report

Received as information.

5. Sewage System Budget Report

Received as information.

6. Waterworks Budget Report

Received as information.

FINANCE AND MANAGEMENT

Mayor Bob Sweet presented Annette Mantifel, Treasurer, with her 5-year service award, recognizing her dedication to the Town of Petawawa.

1. Accounts Payable – November 2019

Annette Mantifel, Treasurer, presented the report.

MOVED BY: James Carmody
SECONDED BY: Gary Serviss

That the general cheque #'s 31147 to 31344 in the amount of \$2,001,733.20 be passed by Council and paid by the Treasurer.

CARRIED

2. FM-08-2019 – 2019 General, Water and Wastewater Budget Funds

Annette Mantifel provided an overview of the report.

MOVED BY: James Carmody

SECONDED BY: Murray Rutz

That 2019 budgeted transfers from reserves/reserve funds be amended as follows:

Reserve Fund – Severance from \$1,550.00 to \$1,814.94 to reflect actual amount.

Development Charges – Library from \$30,000.00 to \$19,000 as per fund balance.

Reserve Fund – Library from \$65,000.00 to \$55,489.30 to reflect actual balance of cost.

Further that the following amounts be transferred into reserves/reserve funds as follows:

\$1,014.85 to be transferred into Reserve Fund – Civic Centre re: UORRPF surplus.

\$5,200.00 to be transferred into Reserve Fund – Civic Centre re: stage rental revenue.

\$513,173.94 to be transferred into Reserve Fund – Public Works re: Gas Tax top-up.

\$679,688.68 to be transferred into Reserve – Administration re: Modernization Fund.

CARRIED

3. 2020 OPP Annual Billing

Annette Mantifel provided an estimated cost comparison between the 2019 and 2020 OPP billing statements. The total 2020 estimated amount is \$1,777,484 compared to \$1,761,050 in 2019.

The 2020 OPP Annual Billing Statement was received for information.

4. ADMIN-34-2019 – Animal Control/By-law Enforcement Activity Report-November 2019

Dawn Recoskie, Deputy Clerk, provided an overview of the monthly report. Ms. Recoskie reported on the recent coyote sightings and encouraged residents to call 911 if the coyote poses an immediate threat or danger to public safety. Ms.

Recoskie reported winter parking restrictions are in effect until March 31, 2020; meaning there is no on-street parking from 1:00 a.m. to 7:00 a.m., or anytime when accumulated snowfall exceeds or is expected to exceed 5 cm, or during any snow removal or clearing operations. Offending vehicles will be ticketed and/or towed at the owner's expense. Ms. Recoskie also highlighted the recent snowmobile and ATV tracks observed by Community Services staff in both Lakeview and Jack Pine parks. Residents are encouraged to report this activity to the OPP through the non-emergency line 1-888-310-1122 or online at www.opp.ca/reporting.

MOVED BY: James Carmody
SECONDED BY: Murray Rutz

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

CARRIED

5. ADMIN-35-2019 – Taxi Licence Application 2020

Dawn Recoskie presented the report, noting one taxi driver licence application was received.

MOVED BY: Theresa Sabourin
SECONDED BY: Gary Serviss

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

CARRIED

6. Budget Reports (Administration, Animal Control/By-law Enforcement, and Council)

Received as information.

GENERAL MATTERS

There was nothing to report.

CLOSED MEETING

There was no closed meeting.

ADJOURNMENT

MOVED BY: Murray Rutz
SECONDED BY: Matthew McLean

That the meeting be adjourned.

CARRIED

The meeting adjourned at 8:16 p.m.

A handwritten signature in black ink, appearing to read "J. C. H. H. H.", written over a horizontal line.

Clerk