



Town of Petawawa

Council-In-Committee Electronic Meeting Minutes June 14, 2021 at 6:30 p.m.

Present:

Mayor Bob Sweet
Deputy Mayor Gary Serviss
Councillor James Carmody
Councillor Matthew McLean
Councillor Tom Mohns
Councillor Murray Rutz
Councillor Theresa Sabourin

Also Present:

Daniel Scissons, CAO/Clerk
Dawn Recoskie, Deputy Clerk
Annette Mantifel, Treasurer
Craig Proulx, Deputy Fire Chief
Kelly Williams, Director of Community Services
Karen Cronier, Director of Planning and Development
Christine Mitchell, Economic Development Officer
Angela Schutt, Welch LLP
Kasper Koblauch, Senior Planner, WSP
Samantha Gatchene, Urban Planner, WSP
Shawn Behnke, Combetek Multimedia

This meeting was held virtually using Zoom Video Communications; it was aired live on the Town's YouTube Channel and recorded for future viewership. The only participant physically present in the Council Chambers was Dawn Recoskie, Deputy Clerk.

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. **2020 Audited Financial Statements – Angela Schutt, Welch LLP**

Angela Schutt presented the 2020 audited financial statements for the Town of Petawawa.

Moved by Murray Rutz

Seconded by James Carmody

That the Consolidated Financial Statements for 2020 be accepted by Council.

Carried

2. **Community Improvement Plan Draft Background Study – Kasper Koblauch, Senior Planner, WSP**

Kasper Koblauch and Samantha Gatchene of WSP presented the Town's Community Improvement Plan Draft Background Study. Mr. Koblauch explained a community improvement plan is a planning and economic development tool under the *Municipal Act* and *Planning Act*, which establishes a framework to achieve a wide variety of goals tailored to the community and includes financial incentives through grants and/or loans. Ms. Gatchene highlighted the community engagement process with residents and the local business community.

Mayor Sweet, on behalf of Council, thanked Mr. Koblauch and Ms. Gatchene for their thorough presentation. A final community improvement plan report will come forward at a future meeting for Council's consideration.

Fire Department

1. **Activity Report – May 2021**

Deputy Fire Chief Craig Proulx provided an overview of the report. Deputy Chief Proulx reported two fire alarms, one smell of gas, one brush fire, one trash bin fire, two grass fires, and four open air burning calls for the month of May.

Moved by Theresa Sabourin

Seconded by Gary Serviss

That the Fire Department activity report for May be accepted as information.

Carried

2. **Fire Protection Budget Report**

Received for information.

Community Services

1. Activity Report – May 2021

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. Mr. Williams reported the arena floor replacement project is ongoing, with the insulation installation completed recently, and the renovation of the Civic Centre Hall washrooms is 95% complete; the skate park pilot project is now open to the public and the bike park has also reopened. Mr. Williams reported Civic Centre Days and Canada Day celebrations have been cancelled due to provincial restrictions respecting COVID-19; residents are invited to participate in the Canada Day Celebration prize pack giveaway (BBQ and accessories) instead, entries must be received by June 28, 2021.

Moved by Murray Rutz

Seconded by James Carmody

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

Carried

2. CS-05-2021 – Town of Petawawa 25th Anniversary Celebration Event

Kelly Williams provided an overview of the report. Mr. Williams explained July 1, 2022 will mark the 25th or silver anniversary of the amalgamated Town of Petawawa. In order to celebrate this important milestone and recognize the achievements of the Town during its first 25 years, an ad-hoc committee comprised of staff and Council members was convened in early 2021 to look at possibilities in terms of a celebratory event and a legacy project. The ad-hoc committee has proposed for Council's consideration a four-day celebration event in 2022 from June 30th to July 3rd.

The ad-hoc committee has also proposed a legacy project, benefiting the community, in the form of the design and construction of a Comfort Station along the Algonquin Trail. The proposed Comfort Station would provide needed services including washroom facilities, tourism promotion, customer service, warming lounge, gazebo for promotion and events, professional landscaping, and a destination for trail tourism and Petawawa residents. The proposed design of the Comfort Station would blend Petawawa's rich rail history with modern designs to complement the recreational aspects of the Algonquin Trail.

Moved by Theresa Sabourin

Seconded by Gary Serviss

That Council endorses the creation and hosting of a Town of Petawawa 25th Silver Anniversary Celebration event in 2022 and directs the ad-hoc committee and staff to continue with event planning as outlined in Report CS-05-2021.

Carried

Moved by James Carmody

Seconded by Murray Rutz

That Council approves, in principle, the design and construction of a Comfort Station along the Algonquin Trail as a Legacy Project in conjunction with the celebration of the Town of Petawawa's 25th Silver Anniversary.

Carried

3. Community Services Budget Report

Received for information.

Finance and Management

1. Accounts Payable – May 2021

Annette Mantifel, Treasurer, presented the report.

Moved by James Carmody

Seconded by Gary Serviss

That the general cheque #'s 34529 to 34675 in the amount of \$1,721,158.20 be passed by Council and paid by the Treasurer.

Carried

2. ADMIN-11-2021 – Animal Control/By-law Enforcement Activity Report-May 2021

Dawn Recoskie, Deputy Clerk, provided an overview of the monthly report.

Moved by Theresa Sabourin

Seconded by Murray Rutz

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

Carried

3. ADMIN-12-2021 – Taxi Licence Applications 2021

Dawn Recoskie presented the report. There was one taxi driver licence application for the month of May.

Moved by Matthew McLean

Seconded by Gary Serviss

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

Carried

4. Budget Reports (Administration, Animal Control/By-law Enforcement, and Council)
Received for information.

General Matters

There was nothing to report.

Closed Meeting

Moved by Murray Rutz

Seconded by Theresa Sabourin

That the meeting be closed pursuant to Section 239 (2) (b) of *the Municipal Act, S.O. 2001, c.25* to discuss personal matters about an identifiable individual, including municipal or local board employees, to review an appointment to the Petawawa Business Advisory Network and to review an appointment to the Petawawa Public Library Board.

Carried

Council went into closed session at 8:12 p.m.

Council reconvened to open session at 8:23 p.m.

Business Arising From Closed Session

A closed meeting was held. The first matter discussed was consideration of the qualifications of an applicant for appointment to the Petawawa Business Advisory Network. The second matter discussed was consideration of the qualifications of an applicant for appointment to fill a vacancy on the Petawawa Public Library Board. Direction was given to the CAO/Clerk.

Council voted on the following resolutions in open session:

Moved by Theresa Sabourin

Seconded by James Carmody

That Council accepts the resignation of Robert Hall from the Petawawa Business Advisory Network with regret, and that Council appoints Claude Tessier to the Petawawa Business Advisory Network for a term concurrent with Council.

Carried

Moved by Gary Serviss

Seconded by Matthew McLean

That Mary McCaw be appointed to fill the vacancy on the Petawawa Public Library Board effective July 1, 2021 for a term concurrent with Council, and that a by-law be brought forward to the June 21, 2021 Council meeting to make the appointment in accordance with By-law 36/98 and the *Public Libraries Act*.

Carried

Adjournment

Moved by Murray Rutz

Seconded by Theresa Sabourin

That the meeting be adjourned.

Carried

The meeting adjourned at 8:27 p.m.

Signature of the Clerk (Original Signed)