



Town of Petawawa

Council-In-Committee Meeting Minutes September 13, 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
Colin Howard, Clerk
Dawn Recoskie, Deputy Clerk
Annette Mantifel, Treasurer (7:17 p.m.)
Craig Proulx, Deputy Fire Chief
Kelly Williams, Director of Community Services
Karen Cronier, Director of Planning and Development
Wayne Bando
Rudy Kadlec, myFM

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 #2021-02

Mayor Bob Sweet declared a potential deemed indirect pecuniary interest with respect to the closed meeting presentation from Ontario Clean Water Agency (OCWA) and Anaergia Inc. regarding the final project financials and business plan to proceed with construction and submission of additional funding grant application for the proposed Petawawa WPCP Net Zero Project, as his son is employed by OCWA.

Presentations

There were no presentations.

Fire Department

1. Activity Report – August 2021

Deputy Fire Chief Craig Proulx provided an overview of the report. Deputy Chief Proulx reported five fire alarm calls, one smoke alarm call, two carbon monoxide calls, two calls for smell of gas, one call for smoke showing, and one police assist call for the month of August. Deputy Chief Proulx highlighted the monthly platoon training which focused on auto extrication.

Moved by James Carmody

Seconded by Gary Serviss

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

Carried

2. Fire Protection Budget Report

Received for information.

Community Services

1. Activity Report – August 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 confirmation that the Town of Petawawa will host sledge hockey at the Civic Centre as part of the 2022 Ontario Winter Games. Mr. Williams reported the arena floor construction project has been completed with the exception of installation of the glass; the ball diamond backstop replacement has been completed; and the arena condenser has been installed. Mr. Williams highlighted the Doggy Paddle event held on August 21st which raised \$6,500 for the Ontario SPCA Renfrew County Animal

Centre; upcoming events include September to Remember, and the Petawawa Ramble in October.

Moved by Murray Rutz

Seconded by Theresa Sabourin

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

Carried

2. CS-07-2021 – 2021/2022 Community Services Department Rates and Fees

Kelly Williams provided an overview of the report.

Moved by James Carmody

Seconded by Matthew McLean

That the Community Services Department continues to follow the approved Parks and Recreation Services Pricing Policy and the Pricing Policy Study completed in 2016, by increasing youth ice rates by 5% and increasing other rates by 1% based on the CPI, effective September 1, 2021. There will be no increase to Kayak/SUP/canoe rental and lesson program rates; public skating; tennis courts; and mini-putt.

Carried

3. Community Services Budget Report

Received for information.

Planning and Development

1. PL-18-2021 – Comprehensive Zoning By-law Review and Update

Karen Cronier, Director of Planning and Development, provided an overview of the report. Ms. Cronier highlighted proposed changes to definitions regarding kennels, pet grooming establishment, backyard chickens, and cannabis production facility among others. Ms. Cronier highlighted the proposed changes under general provisions, commercial zone, general industrial zone, airport zone, and outlined the updated zoning maps.

A Public Open House has been scheduled for Wednesday, September 15th in the Council Chambers and the Statutory Public Meeting will be held on Monday, October 4th at the Petawawa Civic Centre. The report was received for information.

2. PL-19-2021 – Fijisan Sushi Site Plan Application, 1 Doran Road

Karen Cronier provided an overview of the report. Ms. Cronier explained the proposed development includes a change in use from a health and fitness facility to a 57 seat restaurant that includes the creation of additional parking and

landscaping improvements, a garbage pickup area and a private stormwater management system. The front yard parking is to be removed and additional parking spaces will be added along the north side of the existing building as well as in the rear yard of the subject lands. A total of 31 parking spaces and two barrier free parking spaces are to be provided along with four bicycle parking spaces.

Moved by Tom Mohns

Seconded by James Carmody

That Council supports the granting of site plan approval for the Fijisan Sushi restaurant development that is to be located at 1 Doran Road, subject to the applicant entering into a site development agreement with the Town.

Carried

3. PL-20-2021 – Subway Site Plan Application, Part of Lot 20, Concession 8, 3482 Petawawa Boulevard

Karen Cronier provided an overview of the report. Ms. Cronier explained the applicant is requesting the expansion of a new parking area that, when completed, will allow for full occupancy of the existing commercial building. By expanding the parking area, the property owner will be able to utilize the additional commercial space and lease out two apartment units. A total of 22 parking spaces will be provided.

Moved by Theresa Sabourin

Seconded by Murray Rutz

That Council supports the granting of site plan approval for the Subway restaurant parking lot expansion located at 3482 Petawawa Boulevard, subject to the applicant entering into a site development agreement with the Town.

Carried

Finance and Management

1. Accounts Payable – August 2021

Annette Mantifel, Treasurer, presented the report.

Moved by Gary Serviss

Seconded by James Carmody

That the general cheque #'s 35055 to 35232 in the amount of \$2,241,784.22 be passed by Council and paid by the Treasurer.

Carried

2. ADMIN-18-2021 – Animal Control/By-law Enforcement Activity Report-August 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 August be accepted as information.

Carried

3. ADMIN-19-2021 – Taxi Licence Application

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

Moved by James Carmody

Seconded by Gary Serviss

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

Carried

4. ADMIN-20-2021 – Amending Agreement for the Provision of By-law and Parking Enforcement Services, The Canadian Corps of Commissionaires (Ottawa Division)

Dawn Recoskie provided an overview of the report. Ms. Recoskie explained following the eighth month of the current contract for By-law and Parking Enforcement Services with the Commissionaires, staff conducted a review of the services levels and discussed options moving forward. It has become apparent that residents have been contacting the Commissionaires on a regular basis with complaints regarding property standards, which the Commissionaires in turn pass on to the Planning and Development Department for investigation. The current contract with the Commissionaires does not include enforcement of the property standards by-law. Ms. Recoskie explained there are certain sections of the property standards by-law that are regulated through the Ontario Building Code and require enforcement/investigation by a Chief Building Official and/or Building Inspector. Other sections of the property standards by-law would be considered “soft” services and not regulated through the Ontario Building Code. Examples include long grass, location of garbage bins on property, trees overhanging property lines, and wrecked vehicles abandoned on property, among others. The Commissionaires would be able to assist in the enforcement of the property standards by-law by speaking with residents and issuing warnings regarding yard conditions, where the attention of the Chief Building Official and/or Building Inspector can be focused on infractions specific to the Ontario Building Code. The majority of the property standards complaints received by the Planning and Development Department pertain to “soft” services.

Staff is proposing an additional 24 hours per week be added to the existing contract from October 1, 2021 to November 30, 2021 to increase the level of service provided to our residents with reference to property standards investigations.

Staff is also proposing the additional 24 hours per week continue from December 1, 2021 to March 31, 2022 where this additional time will be spent on property standards, overnight winter parking provisions, and court coverage.

Staff is further proposing the additional 24 hours per week be made permanent with the addition of a second vehicle for the rest of the term of the contract (April 1, 2022 to November 30, 2022 and December 1, 2022 to November 30, 2023). The spring and summer months have proven to be quite busy, where an overlap of staffing would continue to provide acceptable service levels to our residents, and would necessitate the use of a second vehicle.

Moved by Murray Rutz

Seconded by James Carmody

That Council approves entering into an amending agreement with The Canadian Corps of Commissionaires (Ottawa Division) effective October 1, 2021, for the provision of By-law and Parking Enforcement Services for a three year contract period, with the option to renew for an additional two year period, as adopted by By-law 1369/20 on November 2, 2020, to include an additional 24 hours of enforcement per week and the addition of a second vehicle in April 2022.

And that a by-law be brought forward to the next meeting of Council to formalize the amending agreement.

Carried

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

Received for information.

General Matters

There was nothing to report.

Closed Meeting

Moved by Gary Serviss

Seconded by Murray Rutz

That the meeting be closed pursuant to Section 239 (2) (i) of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, regarding a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization, to receive a presentation from Ontario Clean Water Agency (OCWA) and Anaergia Inc. regarding the final project

financials and business plan to proceed with construction and submission of additional funding grant application for the proposed Petawawa WPCP Net Zero Project.

Carried

Council went into closed session at 8:02 p.m. Mayor Bob Sweet vacated the Chair and left the Council Chambers due to his declared pecuniary interest. Deputy Mayor Serviss took the Chair.

Council reconvened to open session at 9:27 p.m. Mayor Bob Sweet returned to the Council Chambers and resumed the Chair.

Business Arising from Closed Session

A closed meeting was held. Council received a presentation from Ontario Clean Water Agency (OCWA) and Anaergia Inc. regarding the final project financials and business plan to proceed with construction and submission of additional funding grant application for the proposed Petawawa WPCP Net Zero Project. Direction was provided to the CAO and the Clerk. There is nothing further to report at this time.

Adjournment

Moved by Tom Mohns

Seconded by James Carmody

That the meeting be adjourned.

Carried

The meeting adjourned at 9:30 p.m.

Signature of the Clerk (Original Signed)