



## **Town of Petawawa**

### **Council-In-Committee Meeting Minutes December 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  
Craig Proulx, Deputy Fire Chief  
Kelly Williams, Director of Community Services  
Karen Cronier, Director of Planning and Development  
David Unrau, Director of Public Works (7:41 p.m.)  
Annette Mantifel, Treasurer (7:37 p.m.)  
Christine Mitchell, Economic Development Officer  
Mark Reinert, Parks & Recreation Facilities Supervisor  
Kristi Beatty, Owner, Ravenwood Environmental  
Todd Clouthier  
Rudy Kadlec, myFM  
Patricia Leboeuf, Petawawa Post

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**

There were no presentations.

## **Fire Department**

### 1. **Activity Report – November 2021**

Deputy Fire Chief Craig Proulx provided an overview of the report. Deputy Chief Proulx reported two motor vehicle collision calls, one electrical fire call, one kitchen stove fire call, one call for a burning smell in building, one call for an overheating smell, and five fire alarm calls for the month of November. Deputy Chief Proulx also reported ten fire prevention inspections were conducted in November. Deputy Chief Proulx highlighted the monthly platoon training which focused on firefighter survival and validation exercise for Rapid Intervention Team as well as specialty training for class DZ driver's licence road tests.

**Moved by Murray Rutz**

**Seconded by James Carmody**

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

**Carried**

### 2. **Fire Protection Budget Report**

Received for information.

## **Community Services**

### 1. **Activity Report – November 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 highlighted the Ontario Winter Games 100 day countdown event and which sporting events the Town of Petawawa will be hosting. Mr. Williams reported on the Town's 25<sup>th</sup> organizing committee proposed event framework planned for July 2022. Mr. Williams congratulated staff and volunteers on a successful Petawawa Santa Claus parade and provided a summary of the 2021 seasonal sports field usage compared to 2019 and 2018 statistics.

**Moved by Gary Serviss**

**Seconded by Theresa Sabourin**

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

**Carried**

2. CS-11-2021 – Electric Ice Resurfacers Cost Benefit Analysis

Kelly Williams provided an overview of the report. Mr. Williams reported that the Town may want to consider transitioning from propane powered ice resurfacers to an electric powered ice resurfacers and highlighted the overall purchase, maintenance and operating cost implications over the normal 10 year life span.

**Moved by Murray Rutz**

**Seconded by James Carmody**

That Council provides direction to staff to bring the matter of procurement of a replacement ice resurfacers forward for further discussion at the 2022 Budget Workshop on January 13, 2022.

**Carried**

3. Community Services Budget Report

Received for information.

**Planning and Development**

1. Activity Report – November 2021

Karen Cronier, Director of Planning and Development, provided an overview of the report. Ms. Cronier highlighted the active subdivisions, Zoning By-law amendments, and site plan applications. Ms. Cronier advised Council that a public meeting is scheduled for December 20, 2021 for the Rowan rezoning application.

**Moved by Theresa Sabourin**

**Seconded by Gary Serviss**

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

**Carried**

2. Building Activity Report – September, October, & November 2021

Karen Cronier provided an overview of the reports.

**Moved by Matthew McLean**

**Seconded by Tom Mohns**

That the Building monthly reports for September, October, and November be accepted as information.

**Carried**

3. PL-33-2021 – Application for Draft Approval of Plan of Subdivision 47-T-21003, Town Centre Subdivision, 96 Townhouse Development, 1758847 Ontario Inc., Part of Block 1, Plan 49M-68

Karen Cronier provided an overview of the report. Ms. Cronier explained the applicant wishes to redesignate the proposed subdivision lands from Commercial

to Residential-Three in order to permit the development of a 23 block subdivision that would allow for the construction of 96 residential townhouse units. Ms. Cronier reported a public meeting was held on August 3, 2021 and all concerns raised have been addressed. Ms. Cronier also reported no further comments or concerns have been received.

**Moved by James Carmody**

**Seconded by Theresa Sabourin**

That Council recommends to the County of Renfrew that it approve the draft plan of subdivision for the File 47-T-21003 submitted by Jp2g Consultants Inc. on behalf of 1758847 Ontario Inc. comprising Part of Lot 23, Concession 6, being Part of Block 1 on Plan 49M-68 subject to the conditions as outlined in report PL-33-2021.

**Carried**

4. PL-34-2021 – Mielke Quarry – Letter of Intent

Karen Cronier provided an overview of the report. Ms. Cronier reported on the previous concerns raised with respect to haul routes and the planning rationale report indicates that the haul routes will be split between Murphy Road and Black Bay Road depending on where aggregate material is to be delivered. Ms. Cronier also reported the Ministry of Northern Development, Mines, Natural Resources and Forestry (MNDMNF) is ready to issue the aggregate license and H&H Construction Inc. is hopeful to be operational in summer of 2022.

**Moved by Tom Mohns**

**Seconded by Murray Rutz**

That Council directs staff to prepare a letter of intent that is to be submitted to the Ministry of Northern Development, Mines, Natural Resources and Forestry (MNDMNF) indicating that the Town will proceed with the current planning applications which includes the Official Plan Amendment and Zoning By-law Amendment for the Mielke Quarry.

**Carried**

5. ED-07-2021 – Community Improvement Plan Application for 3191 Petawawa Boulevard

Christine Mitchell, Economic Development Officer, provided an overview of the report. Ms. Mitchell reported Council adopted the Community Improvement Plan (CIP) on October 4<sup>th</sup>, 2021 under By-law 1441/21 and that the application for 3191 Petawawa Boulevard is the first received under this new program.

**Moved by James Carmody**

**Seconded by Theresa Sabourin**

That Council, under the Community Improvement Plan adopted by By-law 1441/21, enters into the necessary funding agreement with the applicant at 3191 Petawawa Boulevard for the following CIP financial incentive programs:

- \$5,000.00 under the Signage Improvement Grant Program for the installation of a new illuminated sign and,
- \$1,000.00 under the Parking Lot and Landscaping Grant Program for the removal of the block wall on the front portion of the property.

**Carried**

6. Budget Reports (Planning, Building, and Economic Development

Received for information.

**Public Works**

1. PW-30-2021 – Pavement Condition Index – Level of Service

David Unrau, Director of Public Works, provided an overview of the report. Mr. Unrau reviewed the asset management plan for the Town and highlighted the financial strategy with respect to available funding sources as they relate to the capital roads budget. Mr. Unrau highlighted whether the plan is affordable and if the Pavement Condition Index (PCI) can be maintained above a level of 70. Mr. Unrau highlighted StreetScan data for pavement and sidewalk conditions from 2018 compared to 2021 statistics. Mr. Unrau confirmed the Town's PCI for 2021 is at an index of 67. Mr. Unrau recommended that Council continue to follow the recommendations of the 2019 Asset Management Plan and fund the Capital Roads budget at \$2.5 million or revise the Asset Management Plan and reduce the Pavement Condition Index Level of Service from 72 to 62.

Discussion took place and Council tabled the report at this time.

2. PW-31-2021 – County of Renfrew – Cost Sharing Policy

Mayor Sweet provided an overview of the cost sharing options to address growth needs impacting upper tier infrastructure within its lower tier municipalities. Mayor Sweet highlighted potential growth related options for consideration. Mayor Sweet reported one option would be for the County of Renfrew to draft a Development Charge Policy. Mayor Sweet reported other options are to remain status quo, increase the County tax levy, or draft a cost sharing policy for local municipalities.

Discussion took place and Council agreed a Cost Sharing Policy is of no interest for the Town of Petawawa. Council directed staff to draft a response to the County of Renfrew by January 14, 2022 regarding Growth Related Projects similar to the resolution endorsed by the Town of Renfrew.

3. Public Works Budget Report  
Received for information.
4. Sewage System Budget Report  
Received for information.
5. Waterworks Budget Report  
Received for information.

### **Finance and Management**

1. Accounts Payable – November 2021  
Annette Mantifel, Treasurer, presented the report.  
**Moved by Murray Rutz**  
**Seconded by Matthew McLean**  
That the general cheque #'s 35645 to 35824 in the amount of \$2,328,832.94 be passed by Council and paid by the Treasurer.  
**Carried**
2. FM-09-2021 – 2021 Property Tax Write-Offs  
Annette Mantifel provided an overview of the report.  
**Moved by Gary Serviss**  
**Seconded by Tom Mohns**  
That the list of 2021 property taxation write-offs in the amount of \$14,748.76 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. FM-10-2021 – 2021 General, Water and Wastewater Budget Funds  
Annette Mantifel provided an overview of the report.  
**Moved by Matthew McLean**  
**Seconded by Tom Mohns**  
That 2021 budgeted transfers from reserve/reserve funds be amended as follows:  
Reserve – Administration from \$12,000.00 to \$9,186.41 for purchase of Black Cat radar.  
Reserve – Administration from \$10,000.00 to \$0.00 for Strategic Plan.  
Development Charges – General from \$42,000.00 to \$0.00 for Master Fire Plan.  
Reserve Fund – Fire from \$28,000.00 to \$0.00 for Master Fire Plan.  
Reserve Fund – Fire from \$144,200.00 to \$0.00 for new Bush Truck.  
That \$110,000.00 be transferred into Reserve Fund – Transportation for future Airport capital expenditures.

That \$14,226.80 be transferred into Reserve – Civic Centre for unspent funds re: two score boards arena grounds.

That \$384,957.48 be transferred into Reserve – Sewage Lifecycle and \$1,000,876.94 be transferred into Reserve – Water Lifecycle.

**Carried**

4. 2022 OPP Annual Billing

Annette Mantifel provided an estimated cost comparison between the 2021 and 2022 OPP billing statements. The total 2022 estimated amount is \$1,723,084.00 compared to \$1,757,756.00 in 2021.

The 2022 OPP Annual Billing Statement was received for information.

5. ADMIN-26-2021 – Animal Control/By-law Enforcement Activity Report – November 2021

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

**Moved by Theresa Sabourin  
Seconded by James Carmody**

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

**Carried**

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

Received for information.

**General Matters**

There was nothing to report.

**Closed Meeting**

There was no closed meeting.

**Adjournment**

**Moved by Gary Serviss**

**Seconded by Tom Mohns**

That the meeting be adjourned.

**Carried**

The meeting adjourned at 8:58 p.m.

Signature of the Clerk (Original Signed)