



Town of Petawawa
Council-In-Committee Meeting Minutes
April 11, 2022 at 6:30 p.m.

Present:

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

Regrets:

Deputy Mayor Gary Serviss

Also Present:

Colin Howard, Clerk
Dawn Recoskie, Deputy Clerk
Craig Proulx, Deputy Fire Chief
Mark Reinert, Parks & Recreation Facilities Supervisor
Annette Mantifel, Treasurer
Simon Brooks (6:32 p.m.)
Jody Anne McDonald (6:32 p.m.)
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

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.

Declaration #2022-03

1. Mayor Bob Sweet declared a potential deemed indirect pecuniary interest with respect to the approval of the March 28, 2022 Closed Session meeting minutes which was held to receive advice that is subject to solicitor-client privilege, including communications necessary for that purpose, regarding the Petawawa WPCP Net Zero Project, as his son is employed by OCWA.

Presentations

There were no presentations.

Fire Department

1. Activity Report – March 2022

Deputy Fire Chief Craig Proulx provided an overview of the monthly report. Deputy Chief Proulx reported one mutual aid call, one smell of gas call, one call for electrical arcing, one carbon monoxide alarm call, one smoke alarm call and three fire alarm calls for the month of March. Deputy Chief Proulx highlighted the monthly platoon training which focused on standpipe and sprinkler training, and ice/water rescue technician specialty training for six new recruits.

Moved by James Carmody

Seconded by Murray Rutz

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

Carried

2. Fire Protection Budget Report

Received for information.

Community Services

1. Activity Report – March 2022

Mark Reinert, Parks & Recreation Facilities Supervisor, provided an overview of the monthly report. Mr. Reinert reported on the various services, programs and rental activities realized over the month. Mr. Reinert highlighted First Aid and CPR training for staff. Mr. Reinert reported the Town's 25th anniversary event schedule is close to being finalized and that Colin Coyle, Recreation Program Coordinator, has been appointed the new Chair of the 25th Anniversary Organizing Committee. Mr. Reinert commented on sporting groups, upcoming summer events and the anticipated increase in participation now that COVID-19 restrictions have been lifted.

Moved by Theresa Sabourin

Seconded by Tom Mohns

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

Carried

2. Community Services Budget Report

Received for information.

Finance and Management

1. Accounts Payable – March 2022

Annette Mantifel, Treasurer, presented the report.

Moved by Murray Rutz

Seconded by Matthew McLean

That the general cheque #'s 36398 to 36573 in the amount of \$4,610,664.20 be passed by Council and paid by the Treasurer.

Carried

2. FM-01-2022 – 2021 General Budget Funds

Ms. Mantifel provided an overview of the report.

Moved by Murray Rutz

Seconded by Theresa Sabourin

That 2021 budgeted transfers from reserve/reserve funds be amended as follows:

Reserve Fund – Severance from \$402.00 to \$279.06 to reflect actual amount.

Reserve – Administration from \$50,000.00 to \$14,826.01 for costs re: conversion to Vailtech Cloud.

Reserve – Administration from \$25,000.00 to \$0.00 for Building Department review.

Development Charges – General from \$10,000.00 to \$13,017.36 to reflect actual amount for Development Charges Study update.

Development Charges – Library from \$17,956.00 to \$16,670.00 for repayment – insufficient funds to cover full amount budgeted.

Reserve Fund – Transportation from \$110,000.00 to \$60,000.00 for future Airport capital expenditures – fuel tanks (corrected amount).

Reserve Fund – Civic Centre from \$1,092,000.00 to \$1,042,726.99 to reflect actual amount spent in 2021 for consulting and floor replacement.

Reserve Fund – Civic Centre from \$0.00 to \$36,632.88 to reflect actual amount spent over 2021 budgeted amount for hall washroom renovations.

Reserve Fund – Industrial/Economic Development from \$40,000.00 to \$37,820.57 for actual amount spent on Container Market project.

That \$50,000.00 be transferred into Reserve Fund – Industrial/Economic Development – unspent funds for Community Improvement Plan grants during 2021 year.

That \$96,870.88 be transferred into Reserve – Civic Centre for unspent funds capital projects under Planning.

That \$40,000.00 be transferred into Reserve – Administration for unspent funds re: building maintenance.

Carried

3. ADMIN-08-2022 – Restricted Acts After Nomination Day/Also Known as “Lame Duck” Period

Colin Howard, Clerk, provided an overview of the report. Mr. Howard explained that Section 275 of the *Municipal Act, 2001* restricts the actions of the council of a local municipality following nomination day unless it is guaranteed that $\frac{3}{4}$ of the current council is returning following the election. The theory behind the provision is that if the new council will be substantially the same as the old council, there is no reason to curb the old council’s permitted activities prior to the council changeover. Conversely, where a new council will have a significantly different composition than the old council, there would be limits upon the degree to which members of the old council can affect matters that will be inherited by the new council.

The computation on whether council is in a “lame duck” situation is done twice. First, for the period from nomination day (August 19) to election day (October 24) and secondly the period from election day (October 24) to the end of the current term of Council (November 14).

Moved by James Carmody

Seconded by Matthew McLean

That Council delegates authority to the CAO in the event of a “lame duck” situation the powers: to appoint or remove from office any officer of the municipality; to hire or dismiss any employee of the municipality; to dispose of any real or personal property of the municipality which has a value exceeding \$50,000.00 at the time of disposal; and to make any expenditure or incur any other liability which exceeds \$50,000.00 for the period from August 19, 2022 to

November 14, 2022. And that a by-law be brought forward at the next Council meeting to formally approve the delegation.

Carried

4. ADMIN-09-2022 – Election-Related Resources Policy

Colin Howard provided an overview of the report. Mr. Howard explained that the *Municipal Election Act* stipulates that municipalities are required to establish rules and procedures with respect to the use of municipal resources during the election campaign period.

Moved by Murray Rutz

Seconded by Theresa Sabourin

That Council approves the Election-Related Resources Policy for the 2022 Municipal Election and that a by-law be brought forward at the next Council meeting to formally approve the rules and procedures.

Carried

5. ADMIN-10-2022 – Taxi Licence Applications 2022

Colin Howard provided an overview of the report.

Moved by James Carmody

Seconded by Matthew McLean

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

Carried

6. 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 Matthew McLean

That the meeting be closed pursuant to Section 239 (2) (b) and (d) of the *Municipal Act, 2001, S.O. 2001, c.25*, to discuss personal matters about an identifiable individual, including municipal or local board employees, and labour relations or employee negotiations regarding the recruitment process for the position of Director of Community Services.

Carried

Council went into closed session at 7:07 p.m.

Council reconvened to open session at 7:19 p.m.

Business Arising From Closed Session

A closed meeting was held. Council discussed the recruitment process and preferred candidate for the position of Director of Community Services.

Council voted on the following resolution in open session:

Moved by Theresa Sabourin

Seconded by Murray Rutz

That Jordan Durocher be hired as Director of Community Services effective May 9, 2022.

Carried

Adjournment

Moved by Tom Mohns

Seconded by James Carmody

That the meeting be adjourned.

Carried

The meeting adjourned at 7:21 p.m.

Signature of the Clerk (Original Signed)