



Town of Petawawa
Regular Meeting of Council Minutes
August 8, 2023 at 6:30 p.m.

Present:

Mayor Gary Serviss
Deputy Mayor Theresa Sabourin
Councillor James Carmody
Councillor Lisa Coutu
Councillor Karen Donovan
Councillor Murray Rutz

Regrets:

Councillor Adam Driscoll

Also Present:

Scott Randolph, CAO
Colin Howard, Clerk
Craig Proulx, Acting Fire Chief
Mary McCaw, Director of Community Services
Karen Cronier, Director of Planning and Development
Christine Mitchell, Economic Development Officer
Luke Notman, myFM

Call to Order

The Mayor called the meeting to order at 6:30 p.m.

Land Acknowledgement

The land acknowledgement was read.

Moment of Silent Reflection

Mayor Serviss asked those in attendance to stand for a moment of silent reflection.

Approval of Agenda

Resolution #1

Moved by James Carmody

Seconded by Murray Rutz

That the agenda for the August 8, 2023 regular meeting of Council be adopted.

Carried

Disclosure of Pecuniary Interest

There were no disclosures of pecuniary interest.

Approval of Minutes

1. Council Meeting (July 17, 2023)

Resolution #2

Moved by Theresa Sabourin

Seconded by Karen Donovan

That the minutes of the regular meeting of Council held July 17, 2023 be approved as printed and circulated.

Carried

Presentations

There were no presentations.

By-laws

There were no by-laws.

Correspondence

1. Proclamation Request Letter – Ontario Coalition for Better Child Care

Resolution #3

Moved by Theresa Sabourin

Seconded by Lisa Coutu

WHEREAS years of research confirms the benefits of high-quality early learning and child care for young children’s intellectual, emotional, social and physical development and later life outcomes; and

WHEREAS child care promotes the well-being of children and responds to the needs of families and the broader community by supporting quality of life so that citizens can fully participate in and contribute to the economic and social life of their community; and

WHEREAS trained and knowledgeable Registered Early Childhood Educators and child care staff are the key to quality in early learning and child care programs;

WHEREAS Registered Early Childhood Educators and child care workers will be vital to the success of the Canada-Wide Early Learning and Child Care system;

THEREFORE, BE IT RESOLVED THAT on behalf of the Corporation of the Town of Petawawa, I, Mayor Gary Serviss, do hereby proclaim the 17th day of October, 2023 as **Child Care Worker and Early Childhood Educator Appreciation Day** in the Town of Petawawa.

Carried

2. Funding Request Letter – Pembroke Regional Hospital Foundation

The item of correspondence was received as information. A discussion occurred and this funding request to be reviewed as part of the 2024 budget.

3. Building Positive Relationships – Algonquins of Ontario (AOO)

The item of correspondence was received as information. A discussion occurred and Council requested further follow-up with the AOO. Mayor Serviss informed Council that he has already contacted the AOO and is awaiting a reply.

4. Funding Request Letter – The Corporation of the Town of Deep River

The item of correspondence was received as information. A discussion occurred and this funding request to be reviewed as part of the 2024 budget.

Minutes

1. Petawawa Police Services Board Meeting (June 21, 2023)

Councillor James Carmody provided an overview of the recent activities of the Petawawa Police Services Board.

Resolution #4

Moved by James Carmody

Seconded by Murray Rutz

That the minutes of the Petawawa Police Services Board meeting held on June 21, 2023 be adopted as information.

Carried

2. Petawawa Business Advisory Network (June 6, 2023)

Councillor Murray Rutz provided an overview of the recent activities of the Petawawa Business Advisory Network.

Resolution #5

Moved by Theresa Sabourin

Seconded by Murray Rutz

That the minutes of the Petawawa Business Advisory Network meeting held on June 6, 2023 be adopted as information.

Carried

Staff Reports

1. **FD-01-2023 – Award of Tender FD-02-2023, Tandem Cargo Trailer**

Craig Proulx, Acting Fire Chief, provided an overview of the report.

Resolution #6

Moved by Murray Rutz

Seconded by Lisa Coutu

That Council approves the award of Tender FD-02-2023, Supply and Delivery of One (1) 2023 All Aluminum 20 Foot Tandem Cargo Trailer, to Huckabone's Equipment in the amount of \$34,520.00 plus HST.

Carried

2. **CS-07-2023 – 2023/2024 Community Services Department Rates and Fees**

Mary McCaw, Director of Community Services, provided an overview of the report.

Resolution #7

Moved by Theresa Sabourin

Seconded by Karen Donovan

That Council approves the staff recommendation to adjust annual recreational service fees by 6.8% commencing September 1, 2023.

Carried

3. **PL-12-2023 – Housing Action Plan and Housing Accelerator Fund Application**

Karen Cronier, Director of Planning and Development, provided an overview of the report.

Resolution #8

Moved by James Carmody

Seconded by Murray Rutz

That Council support both the Housing Action Plan and the submission of an application to the Housing Accelerator Fund program based on the Action Plan initiatives.

Carried

4. **ED-06-2023 – Community Improvement Plan Application for VC Athletic Therapy, Canadian Forces Way.**

Christine Mitchell, Economic Development Officer, provided an overview of the report.

Resolution #9

Moved by Theresa Sabourin

Seconded by Lisa Coutu

That Council, under the Community Improvement Plan adopted by By-Law 1441/21, enter into the necessary funding agreement with the applicant Victoria Cleary of Canadian Forces Way for the following CIP financial incentive program:

- \$5,000 under the Parking Area and Landscape Improvement Grant
- Up to \$5,000 under the Signage Improvement Grant
- Up to \$5,000 under the Accessibility Improvement Grant

Carried

5. ED-07-2023 – Community Improvement Plan Application for Petawawa Barbershop, 1049 Victoria Street.

Christine Mitchell provided an overview of the report.

Resolution #10

Moved by Murray Rutz

Seconded by Karen Donovan

That Council, under the Community Improvement Plan adopted by By-Law 1441/21, enter into the necessary funding agreement with the applicant Tanya Geneau of The Petawawa Barbershop for the following CIP financial incentive program:

- Up to \$5,000 under the Signage Improvement Grant

Carried

6. FM-04-2023 – Appointment of Signing Officers for the Corporations of the Town of Petawawa

Colin Howard, Clerk, provided an overview of the report.

Resolution #11

Moved by James Carmody

Seconded by Lisa Coutu

Whereas it is in the interest of the Corporation to enter into arrangements for the provision of financial products and/or services with The Toronto-Dominion Bank, TD Mortgage Corporation, TD Pacific Mortgage Corporation and The Canada Trust company (collectively, the “Bank”), therefore:

Be it resolved that:

- 1) The Corporation may from time to time:
 - a) open, maintain and operate one or more accounts with the Bank and do all things in relation thereto;
 - b) borrow money or otherwise obtain credit from the Bank in such amounts and on such terms as may be deemed appropriate, by loans, advances, overdrafts, financial leases or otherwise;

- c) mortgage, hypothecate, charge, pledge, assign, convey, transfer or otherwise grant a security interest in any or all of the property, real and personal, immovable and moveable, undertaking and rights of the Corporation, present and future, to secure the payment and performance of any or all of the present and future indebtedness, liabilities and obligations of the Corporation to the Bank;
 - d) enter into further arrangements for the provision of financial products and/or services with the Bank;
 - e) guarantee the obligations of any third party to the Bank either with or without security; and
 - f) do all such acts and things and execute and deliver any and all agreements or other instruments as deemed necessary by the Bank to give full effect to this resolution.
- 2) In accordance with any restrictions set out below, the persons holding the offices listed below from time to time are authorized for and on behalf of the Corporation to:
- a) execute and deliver all of the documents and instruments contemplated by this resolution;
 - b) give the Bank instructions in connection with any of the foregoing;
 - c) conduct all aspects of the Corporation's banking relationship with the Bank;
 - d) further delegate the authority granted hereunder to such person or persons as the authorized signing officer(s) may select at any time and from time to time; and
 - e) appoint, add, remove and/or replace signing officers (including appointing specific signing officers in respect of specified accounts) and to establish and change the Signing Officer Requirements/Restrictions from time to time on prior written notice to the Bank.

The Bank is entitled to rely on such documents, instruments, instructions and transactions as duly and validly authorized and binding on the Corporation including, without limitation, any documents, instruments, instructions and transactions made, drawn, accepted, endorsed or signed by any delegate(s). The Bank does not need to make any further inquiry into the authority of the authorized signing officers or delegates to bind the Corporation.

Signing Officers (Identify by title and not by name)

Mayor

The persons holding the corresponding offices, as of the date hereof, are:

Gary Serviss

Deputy Mayor

Theresa Sabourin

CAO

Scott Randolph

Treasurer

Annette Mantifel

Any titled officer or signing officer of the Corporation is authorized to certify to the Bank the names of those persons who are holders from time to time of the positions authorized as signing officers, and such certification, when received by the Bank, shall be binding on the Corporation.

Signing Office Requirements

Mayor or Deputy Mayor countersigned by CAO or Treasurer

Carried

Councillor Reports

Deputy Mayor Theresa Sabourin reported she attended the Grand Opening of Doran Sushi on July 28, 2023.

Councillor James Carmody reported he recently hosted a barbeque event for members of the Petawawa Public Library Board.

Councillor Lisa Coutu reported she recently witnessed off-road vehicles on roadways that are not approved for use and suggested staff may want to give consideration to increasing advertisement notices to residents of Petawawa.

Councillor Karen Donovan – nothing to report.

Councillor Murray Rutz reported he attended a Petawawa Business Advisory Network meeting on August 1, 2023. Councillor Rutz also reported on the recent upgrades to Festival Hall's parking lot, the exterior painting and signage, and he reminded those in attendance that the facility will host the upcoming Pembroke Fiddle and Step Dancing Contest from August 28 to September 4, 2023.

Mayor Gary Serviss reported he attended the Grand Opening of Evermore Tattoo on July 21, 2023 and Doran Sushi on July 28, 2023. Mayor Serviss also reported he attended the barbeque event hosted by Councillor Carmody for the board members of the Petawawa Public Library and took part in throwing out the first pitch for the 2023 Canadian Armed Forces Ontario Regional Men's and Women's Slow-Pitch Tournament on August 8, 2023.

Closed Meeting

There was no closed meeting.

Confirming By-law

Resolution #12

Moved by Lisa Coutu

Seconded by Karen Donovan

That By-law 1606/23 be read a first, second and third time and passed.

Carried

Adjournment

Resolution #13

Moved by Murray Rutz

Seconded by Karen Donovan

That the meeting adjourn to the call of the Mayor.

Carried

The meeting adjourned at 7:55 p.m.

Signature of the Mayor (Original Signed)

Signature of the Clerk (Original Signed)