



Town of Petawawa
Regular Meeting of Council Minutes
December 18, 2023 at 6:30 p.m.

Present:

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

Also Present:

Scott Randolph, CAO
Colin Howard, Clerk
Christine Leon, Treasurer
Karen Cronier, Director of Planning and Development
Chris Mantha, Director of Public Works
Christine Mitchell, Economic Development Officer
Trevor Woodtke, Asset/Energy Management Coordinator
Angela Schutt, Welch LLP
Emma Butler, myFM
Kyle Robinson, 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 Murray Rutz

Seconded by Lisa Coutu

That the agenda for the December 18, 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 (December 4, 2023)**

Resolution #2

Moved by James Carmody

Seconded by Theresa Sabourin

That the minutes of the regular meeting of Council held December 4, 2023 be approved as printed and circulated.

Carried

Presentations

1. **2022 Audited Financial Statement**

Mayor Gary Serviss welcomed Angela Schutt from Welch LLP. Ms. Schutt presented the 2022 audited financial statements for the Town of Petawawa.

Mayor Serviss thanked Ms. Schutt for her presentation. A resolution to accept the 2022 consolidated financial statements will take place in the upcoming staff report FIN-11-2023.

By-laws

1. **By-1621/23 – being a by-law to amend By-law 1511/22, being a by-law to authorize the Execution of a Net-Metered-Connection Cost Agreement with Hydro One Networks Inc.**

PW-20-2023 – Hydro One Net Metered Connection Cost Agreement Amendment

Resolution #3

Moved by Murray Rutz

Seconded by Karen Donovan

That By-law 1621/23, being a by-law to amend By-law 1511/22, being a by-law to authorize the Execution of a Net-Metered-Connection Cost Agreement with Hydro One Networks Inc., be read a first and second time.

Carried

Resolution #4

Moved by James Carmody

Seconded by Lisa Coutu

That By-law 1621/23 be read a third and final time and passed.

Carried

2. By-1622/23 – being a by-law to establish a salary grid and set 2024 compensation rates.

Resolution #5

Moved by Theresa Sabourin

Seconded by Lisa Coutu

That By-law 1622/23, being a by-law to establish a salary grid and set 2024 compensation rates, be read a first and second time.

Carried

Resolution #6

Moved by James Carmody

Seconded by Murray Rutz

That By-law 1622/23 be read a third and final time and passed.

Carried

3. By-1623/23 – being a by-law to provide for an interim tax levy for the 2024 tax year and to provide for the payment of taxes.

Resolution #7

Moved by Karen Donovan

Seconded by Lisa Coutu

That By-law 1623/23, being a by-law to provide for an interim tax levy for 2024 tax year and to provide for the payment of taxes, be read a first and second time.

Carried

Resolution #8

Moved by Theresa Sabourin

Seconded by James Carmody

That By-law 1623/23 be read a third and final time and passed.

Carried

4. By-1624/23 – being a by-law to set water and sewage service rates for the year 2024.

Resolution #9

Moved by Lisa Coutu

Seconded by James Carmody

That By-law 1624/23, being a by-law to set water and sewage service rates for the year 2024, be read a first and second time.

Carried

Resolution #10

Moved by Karen Donovan

Seconded by Theresa Sabourin

That By-law 1624/23 be read a third and final time and passed.

Carried

5. By-1625/23 – being a by-law to set 2024 compensation rates for members of the Town of Petawawa Volunteer Fire Department.

Resolution #11

Moved by Murray Rutz

Seconded by Adam Driscoll

That By-law 1625/23, being a by-law to set 2024 compensation rates for members of the Town of Petawawa Volunteer Fire Department, be read a first and second time.

Carried

Resolution #12

Moved by James Carmody

Seconded by Lisa Coutu

That By-law 1625/23 be read a third and final time and passed.

Carried

Correspondence

There were no items of correspondence.

Minutes

1. Council-In-Committee (December 11, 2023)

Resolution #13

Moved by Theresa Sabourin

Seconded by Lisa Coutu

That the minutes of the Council-In-Committee meeting held on December 11, 2023, be accepted by Council, and that resolutions from that Committee become resolutions of Council.

Carried

2. Petawawa Business Advisory Network Meeting (November 7, 2023)

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

Resolution #14

Moved by Murray Rutz

Seconded by Theresa Sabourin

That the minutes of the Petawawa Business Advisory Network meeting held on November 7, 2023, be adopted as information.

Carried

Staff Reports

1. PW-21-2023 – Blue Box Transition to Full Producer Responsibility Update

Trevor Woodtke, Asset/Energy Management Coordinator, provided an overview of the report.

Resolution #15

Moved by Murray Rutz

Seconded by Theresa Sabourin

That Staff Report PW-21-2023 dated December 18, 2023 entitled “Blue Box Transition to Full Producer Responsibility Update”, be received; and

That Council approve the withdrawal (“Opt-Out”) of the Corporation of the Town of Petawawa from the management of the blue box collection service to eligible sources on the Town’s scheduled transition date of March 28, 2025, and that Circular Materials, the producer responsible organization tasked to manage the new Ontario blue box program, be notified of the Town’s decision; and

That Staff review options for the continued service of blue box collection to non-eligible sources both during transition and post-transition, including consultation with the Petawawa Business Advisory Network, and report back to Council with updates and recommendations; and

That the Director of Public Works or Designate be authorized to negotiate and execute agreements as they relate to the blue box transition, if required, and report back to Council with updates and recommendations; and

That the Town of Petawawa, along with our other partner municipalities, the City of Pembroke and the Township of Laurentian Valley, retain a consultant for the development of a new waste collection service contract; and

That the Director of Public Works or Designate be authorized to do all things necessary to give effect to this resolution.

Carried

2. PL-16-2023 – Zoning By-law Amendment – Bed & Breakfast, 1371 Victoria Street

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

The Zoning By-law Amendment application proposes to rezone the subject property from Residential One (R1) Zone to Residential One Exception Fifty-Five (R1-E55) to permit a Bed & Breakfast. The proposed Zoning By-law Amendment does not raise any concerns of provincial significant and staff are therefore satisfied that the proposed amendment is consistent with the Provincial Policy Statement. A Notice of Public Meeting will be advertised a minimum of 20 days prior to a public meeting which is to be scheduled in late January 2024.

Receive the report as information.

3. FIN-11-2023 – 2022 Financial Statements & Disposition Report

Christine Leon, Treasurer, provided an overview of the report.

Resolution #16

Moved by Theresa Sabourin

Seconded by James Carmody

That Council approve the Town of Petawawa's 2022 Financial Statements, and

That the surplus and deficit of each Fund be approved as follows:

- The Water Fund surplus of \$259,998.06 be transferred to the Water Lifecycle Reserve, and
- The Wastewater Fund surplus of \$872,110.98 be transferred to the Wastewater Lifecycle Reserve, and
- The Operating Fund deficit of \$891,105.40 be transferred to the 2023 Operating Budget.

Carried

Councillor Reports

Deputy Mayor Theresa Sabourin reminded residents to register for the Christmas Angels Turkey Dinner that will occur on Christmas Day via take out or delivery.

Councillor James Carmody reported he attended the Community Services Master Plan tender closing on December 5, 2023, and a Petawawa Public Library Holiday Cheer event on December 9, 2023. Councillor Carmody also reported he participated in the Petawawa Santa Claus Parade on December 2, 2023, and the 2024 Budget Workshop on December 15, 2023.

Councillor Lisa Coutu reported she attended the Petawawa Santa Claus Parade on December 2, 2023, the vigil to End Violence Against Women Renfrew County on December 6, 2023, the Town's Christmas Party on December 9, 2023, and a Petawawa Public Library Board meeting on December 18, 2023. Councillor Coutu also reported she participated in a tour of the Bernadette McCann House and the Net Zero Project in the month of December.

Councillor Adam Driscoll reported he participated in the Petawawa Santa Run on December 2, 2023, and he attended the 3rd Annual Ottawa Valley Soup Off held at the Petawawa Civic Centre on December 16, 2023.

Councillor Karen Donovan reported she attended numerous Pembroke and Area Warming Centre Committee meetings in November and December, participated in the Petawawa Santa Claus Parade and the inaugural Sensory Santa event on December 2, 2023, attended the vigil to End Violence Against Women on December 6, 2023, the Town's Christmas Party on December 9, 2023, a Petawawa Accessible Advisory Committee meeting on December 13, 2023, participated in the 2024 Budget Workshop on December 15, 2023, and also participated in a tour of the Bernadette McCann House and Net Zero Project. Councillor Donovan wished all residents of Petawawa a safe and happy holiday season and all the very best for 2024.

Councillor Murray Rutz reported he attended Pembroke and Area Airport Commission meetings in November and December, chaired a Festival Hall Committee meeting and attended the County of Renfrew Service Awards event on November 30, 2023, participated in the Petawawa Santa Claus Parade and Merry and Bright event on December 2, 2023, a Petawawa Business Advisory Committee meeting on December 5, 2023, and he took part in the rebranding ceremony for the new logo at Festival Hall on December 18, 2023. Councillor Rutz wished all residents a Merry Christmas and Happy New Year.

Mayor Gary Serviss reported he attended a Tiny Home Partnership meeting and a Highway 17 Twinning meeting in late November, a County Council meeting on November 29, 2023, the County of Renfrew Service Awards event on November 30, 2023, and he participated in the Petawawa Santa Claus Parade and Merry and Bright event on December 2, 2023. Mayor Serviss also reported he attended the Renfrew County Housing Corporation dinner on December 3, 2023, the Garrison Petawawa Medical Center grand opening on December 4, 2023, the vigil to end Violence Against Women on December 6, 2023, a meeting with Algonquins of Greater Golden Lake and Algonquins of Pikwakanagan on December 7, 2023, the Town's Christmas Party on December 9, 2023, the Inaugural County of Renfrew Council meeting on December 12, 2023, the Town's 2024 Budget Workshop on December 15, 2023 and he attended a L'Equinoxe Secondaire Publique school class to guest speak on December 18, 2023.

Mayor Serviss also wished all residents of Petawawa a very Merry Christmas and a Happy New Year.

Closed Meeting

Resolution #17

Moved by Murray Rutz

Seconded by Adam Driscoll

That the meeting be closed pursuant to Section 239 (2) (c) of the *Municipal Act, 2001, S.O. 2001, c.25*, as amended, to discuss a proposed or pending acquisition or disposition of land by the municipality or local board.

Carried

Council went into closed session at 7:51 p.m.

Council reconvened to open session at 8:25 p.m.

Business Arising from Closed Session

A closed meeting was held. Council discussed the proposed sale of available land in the Industrial Park. Council also discussed another land matter with the CAO.

Council voted on the following resolution in open session:

Resolution #18

Moved by James Carmody

Seconded by Lisa Coutu

That Council considers the sale of valuable land in the Industrial Park, identified in our Industrial Park Concept plan as Lot 19 and 20, to 1000355221 Ontario Inc., at an offered price of \$10,000.00 per acre, as determined by survey.

Carried

Confirming By-law

Resolution #19

Moved by Adam Driscoll

Seconded by Lisa Coutu

That By-law 1626/23 be read a first, second and third time and passed.

Carried

Adjournment

Resolution #20

Moved by Murray Rutz

Seconded by Adam Driscoll

That the meeting adjourn to the call of the Mayor.

Carried

The meeting adjourned at 8:27 p.m.

Signature of the Mayor (Original Signed)

Signature of the Clerk (Original Signed)