

TOWN OF PETAWAWA
COUNCIL-IN-COMMITTEE

Present:	Mayor Bob Sweet Councillor James Carmody Councillor Tom Mohns Councillor Theresa Sabourin	Deputy Mayor Gary Serviss Councillor Matthew McLean Councillor Murray Rutz
Also Present:	Daniel Scissons David Unrau Chris Mantha Patricia Leboeuf	Dawn Recoskie Karen Cronier Wayne Bando

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 #2020-01

Mayor Bob Sweet declared a potential deemed indirect pecuniary interest with respect to the Petawawa Net Zero Project (Codigestion & Energy Generation) Update report attached to the Public Works August Monthly Report, as his son is employed by OCWA.

PRESENTATION/DEPUTATION

1. PW-16-2020 – Maintenance of Pitzner Road

David Unrau, Director of Public Works, provided an overview of his report. Mr. Unrau explained Council adopted By-law 160/00, being a by-law to establish road standards for summer roads, on November 6, 2000. The by-law applies to Summers Road (approximately 0.3 km west of Black Bay Road to westerly end) and Pitzner Road (approximately 1.0 km west of Priebe Road to westerly end).

Mr. Unrau provided two aerial photos from 2003 and 2019 showing the length of Pitzner Road that was maintained according to minimum maintenance standards (830 metres) and the remaining portion that was maintained in accordance with By-

law 160/00. Mr. Unrau provided a subsequent photo from 2012 which shows a “Road Not Maintained by the Municipality beyond this point, Use at Your Own Risk” sign across from the driveway to 266 Pitzner Road which is 830 metres west of Priebe Road. Mr. Unrau suggested the intention of By-law 160/00 was to have 830 metres of Pitzner Road maintained to Minimum Maintenance Standards (as opposed to the approximate 1.0 km contained in By-law 160/00) and the remaining of the road maintenance be defined by By-law 160/00. It was suggested that the approximate 1.0 km be changed to 830 metres in the by-law to reflect how Pitzner Road has been maintained since November 2000. Mr. Unrau also suggested that additional maintenance above the requirements as outlined in By-law 160/00 beyond 830 metres would negatively affect the wetlands and habitats as mentioned in technical comments from the Ministry of Natural Resources in response to the severance by Mr. Wayne Bando in October 2009 to create the lot now known as 270 Pitzner Road.

Mr. Wayne Bando addressed Council indicating that he wants Pitzner Road maintained at Minimum Maintenance Standards to 1.0 km west of Priebe Road. This would mean that 170 metres of road would need to be built up to standard by the municipality. It is Mr. Bando’s opinion that By-law 160/00 should be adhered to; although, as demonstrated by Mr. Unrau, for the last 20 years the road has only been maintained at Minimum Maintenance Standards to 830 metres west of Priebe Road.

Council discussed changing the parameters of the by-law to reflect the actual maintenance of Priebe Road which has been conducted by the Town for the last 20 years. Staff was directed to review Mr. Bando’s comments and any supporting documents he may provide regarding the maintenance of Pitzner Road, and report back to Council. The report was received for information.

PUBLIC WORKS

At this point, 7:08 p.m., Mayor Bob Sweet vacated the Chair and exited the Council Chambers due to his declared pecuniary interest. Deputy Mayor Gary Serviss took the Chair.

1. Monthly Report – August 2020

David Unrau provided an overview of the monthly report. Mr. Unrau highlighted capital projects to-date, asset management, and special projects. Mr. Unrau reported 191 locates were completed for contractors and utility companies and one adverse water quality incident occurred.

MOVED BY: Theresa Sabourin
SECONDED BY: James Carmody

That the Public Works monthly report for August be accepted as information.

CARRIED

Mr. Unrau presented the Petawawa Net Zero Project (Codigestion & Energy Generation) update report prepared by Ontario Clean Water Agency (OCWA). The report was received for information.

At this point, 7:43 p.m., Mayor Bob Sweet returned to the Council Chambers and took the Chair.

2. PW-15-2020 – Grant Opportunity through Federation of Canadian Municipalities (FCM), Municipal Asset Management Program (MAMP)-2020

David Unrau provided an overview of the report.

MOVED BY: Tom Mohns
SECONDED BY: Murray Rutz

That Council directs staff to apply for a grant opportunity from the Federation of Canadian Municipalities (FCM) - Municipal Asset Management Program (MAMP) to include the following three projects:

- Surface condition and analysis assessment;
- Analysis and categorization of deficiencies within the sanitary sewer network; and
- Implementation of a work order system.

Total cost for the three projects is \$85,000, with expected FCM funding of \$50,000 and the Town of Petawawa commitment of \$35,000.

CARRIED

3. Public Works Budget Report

Received for information.

4. Sewage System Budget Report

Received for information.

5. Waterworks Budget Report

Received for information.

PLANNING AND DEVELOPMENT

1. Activity Report – March to July 2020

Karen Cronier, Director of Planning and Development, provided an overview of the monthly report. Ms. Cronier highlighted the active subdivisions and proposed zoning by-law amendment and site plan applications. Ms. Cronier further highlighted the many emergency control group meetings dealing with the COVID-

19 pandemic and the spring freshet calls; thankfully the Town did not experience a flood this spring as it did in 2019. An application has been submitted to the Office of the Fire Marshal and Emergency Management requesting an exemption from the annual emergency exercise requirement based on the activities undertaken by staff in response to COVID-19.

MOVED BY: Gary Serviss
SECONDED BY: James Carmody

That the Planning and Development activity report covering the months of March to July, be accepted as information.

CARRIED

2. Building Activity Reports – February to July 2020

Karen Cronier presented the monthly reports.

MOVED BY: Tom Mohns
SECONDED BY: Theresa Sabourin

That the Building activity reports for the months of February to July, be accepted as information.

CARRIED

3. PL-12-2020 – Consent Application, Colleen Hawkins, Part of Lot 15, Concession 1, Priebe Road

Karen Cronier provided an overview of the report. Ms. Cronier explained the purpose and effect of the application is to sever a 3.43 acre (1.39 ha) parcel of land to be used for residential purposes. The property is designated Rural under the Official Plan and zoned Rural pursuant to the Zoning By-law. The retained land is 87.52 acres (35.42 ha) in size and includes lands designated Rural and Environmental Protection and zoned Rural.

MOVED BY: Theresa Sabourin
SECONDED BY: Murray Rutz

That Council supports the granting of the lot under File B105/19 on the following conditions:

- 1) That the severed lot be rezoned from Rural to Residential One (R1);
- 2) The barn on the retained lands be demolished;
- 3) Complete and favourable Minimum Distance Separation 1 calculations are provided; and
- 4) The Town of Petawawa Public Works Department is satisfied with granting access to the new lot.

CARRIED

4. PL-13-2020 – Emmanuel Lighthouse United Pentecostal Church, 1789 Petawawa Boulevard, Zoning By-law Amendment, Part of Lot 1, Range A

Karen Cronier provided an overview of the report. The Trustees of the Emmanuel Lighthouse United Pentecostal Church (ELUPC) have submitted a zoning by-law amendment application to allow for an addition onto their existing facility that will cause the church to expand onto an adjacent Residential property that the ELUPC currently owns. Both parcels of land have been consolidated and the residence that had been located on the subject property has been demolished. The purpose and effect of the zoning by-law amendment is to rezone the subject lands from Residential One to Community Facility to be used for the expansion of the existing church facility that will also include parking. All other provisions of the Zoning By-law shall apply.

The circulation of the zoning by-law amendment and the scheduling of a public meeting will not occur until such time that staff is satisfied the site plan is ready to be presented to Council. The report was received for information.

5. PL-14-2020 – Potential Quarry Operation, McCrea Excavating, Part Lots 11 to 13, Concession 4, Summers Road

Karen Cronier provided an overview of the report. Ms. Cronier explained McCrea Excavating wanted to disclose its intent to pursue the possibility of the development of a Class 'A' Above groundwater quarry on their lands located at Part of Lots 11 to 13, Concession 4. The property fronts on the non-municipally maintained portion of Summers Road and is directly adjacent to the Petawawa Pine Forest Services (Bando) property that is currently the subject of an application under the *Aggregate Resources Act*. McCrea Excavating wanted to ensure that their proposal will also be considered by Council and that such a proposal would not be limited based on the Petawawa Pine Forest Services application.

The report was received for information.

6. PL-15-2020 – Draft Building By-law

Karen Cronier provided an overview of the report. Ms. Cronier explained on December 16, 2019 Council passed By-law 1311/19 which amended the Building By-law 71/98 to update the class of building permits and the amount of permit fees charged. Following this amendment, staff reviewed the existing by-law which is over 20 years old, and has prepared a new by-law which updates and provides an opportunity for a more modernized approach to the way building permits are processed and issued. A final version of the Building By-law will be brought forward to Council at a future meeting.

The report was received for information.

7. PL-16-2020 – Freedom Mobile, Colocation of Antennae, Water Tower, Water Tower Road

Karen Cronier provided an overview of the report. Ms. Cronier explained this report is provided as an update to Council due to the significant delay that has occurred since the original approval was provided in August 2019.

The report was received for information.

8. PL-17-2020 – Updated Policy, Sale of Road Allowances

Karen Cronier provided an overview of the report. Ms. Cronier explained on December 16, 2019 Council passed By-law 1310/19 which updated the tariff of fees for planning applications, including the fee for an application to purchase a road allowance. Following the adoption of the by-law, staff reviewed the existing policy with respect to purchasing road allowances which is almost 20 years old, and has prepared an updated policy to provide a clear understanding as to the steps involved in processing such an application. A final version of the policy will be brought forward to Council at a future meeting to be adopted by by-law.

MOVED BY: James Carmody
SECONDED BY: Theresa Sabourin

That Council supports the revised and updated Policy for the Sale of Road Allowances within the Town of Petawawa.

CARRIED

9. PL-18-2020 – Land Use Authority Recommendation Report, Freedom Mobile, Site OPK3045 “Stafford”, Herb Shaw and Sons, Achray Road

Karen Cronier provided an overview of the report. Ms. Cronier explained conditional approval for the installation of a flush mount monopole at the Shaw storage yard has been received.

The report was received for information.

10. Budget Reports (Planning, Building, and Economic Development)

Received for information.

CLOSED MEETING

MOVED BY: Gary Serviss
SECONDED BY: Matthew McLean

That the meeting be closed pursuant to Section 239 (2) (e) of the *Municipal Act, S.O. 2001, c.25* to discuss litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board, regarding an encroachment on municipal property.

CARRIED

Council went into closed session at 8:23 p.m.

Council reconvened to open session at 8:34 p.m.

BUSINESS ARISING FROM CLOSED SESSION

A closed meeting was held. Council discussed litigation regarding an encroachment on municipal property. Direction was given to the CAO/Clerk. There is nothing further to report.

ADJOURNMENT

MOVED BY: Tom Mohns
SECONDED BY: Matthew McLean

That the meeting be adjourned.

CARRIED

The meeting adjourned at 8:35 p.m.



Clerk