

3:00 p.m.

March 19, 2020

TOWN OF PETAWAWA

SPECIAL MEETING OF COUNCIL

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** **Dawn Recoskie**
 Annette Mantifel **David Unrau**
 Rudy Kadlec **Patricia Leboeuf**
 Tina Peplinskie

CALL TO ORDER (Moment of Silent Reflection)

The Mayor called the meeting to order at 3:00 p.m.

Mayor Sweet addressed Council and the media explaining the special meeting was called to deal with the unprecedented potential situation in Petawawa, the County, the Province, Canada and indeed the world to contain this virus.

This is a meeting of Council to address as best we can with the information of the COVID-19 pandemic and to navigate this situation to assure the safety of our residents and staff.

Part of this special meeting of Council is to permit a delegated authority by-law to the Mayor and the CAO/Clerk to take action and make necessary and critical decisions in the best interest of our community, our residents and staff without requiring to gather in a formal Council or Committee meeting. Information updates on the virus is at times being communicated weekly, daily and in fact by the hour. It is critical that we have a process in place to meet these challenges.

I want to make clear, the Town is not closing itself off from our residents and taxpayers. Business will be conducted and delivered in a safe manner. Although access to our buildings like the Civic Centre, the Library and the Town Office have already been restricted, communication via email and telephone with staff and Council will remain in place.

We have been guided by the advice of health care professionals, our Municipal Emergency Control Group, the Renfrew County and District Health Unit and representatives from the Federal and Provincial governments. As you are aware Premier Ford has declared a State of Emergency for Ontario, this was essential to contain the spread of this virus. At this time, there has not been a confirmed or presumptive case of COVID-19 in the County, or Petawawa.

Going forward, decisions will have to be made quickly to maintain the health and safety of our community. Limiting exposure to each other is crucial, so please practice social distancing. Collectively we will get through this pandemic together.

Mayor Sweet then requested comments from Daniel Scissons, CAO/Clerk.

These are indeed unprecedented times. As indicated to Council at Monday evening's meeting, the Municipal Emergency Control Group has been gathering for a week in response to this rapidly evolving crisis. We have been discussing the safe, efficient and effective continuation of core Town services with the health and safety of our employees always in mind.

Our response has progressed with each passing day. It began with the shuttering of recreation facilities and culminated with the closure of all municipal buildings on Tuesday. Promoting the key tenet of social distancing was supported by limiting staff interaction with the public. This move did not change our commitment to delivering services, but refocused it to via telephone or electronic means. Our responsibility to provide road and sidewalk maintenance, water and wastewater services and garbage and recycling pick-up remains a priority. We are now in a position to consider the rationalization of operations to ensure the maximum use of resources in delivering services. Business continuity over the coming weeks, and possible months, is key.

At a time when so much information is circulating, we are disseminating our messages through the website and social media channels. We are careful with commentary beyond our scope, as the pandemic and emergency response is the responsibility of the Ontario government and, locally, the Renfrew County and District Health Unit. We are monitoring federal and provincial financial assistance messaging and sharing it with constituents as quickly as possible.

This situation is developing quickly. We are responding as best we can in these uncertain circumstances. Your attendance today supports our corporate direction going forward and provides for stability in addressing that matters that lie ahead. Thank you and stay safe.

APPROVAL OF AGENDA

MOVED BY: Theresa Sabourin
SECONDED BY: Murray Rutz

- (1) That the agenda for the March 19, 2020 special meeting of Council be adopted.

CARRIED

DISCLOSURE OF PECUNIARY INTEREST

There were no disclosures of pecuniary interest.

APPROVAL OF MINUTES

1. Council Meeting (March 16, 2020)

MOVED BY: James Carmody
SECONDED BY: Matthew McLean

- (2) That the minutes of the regular meeting of Council held March 16, 2020 be approved as printed and circulated.

CARRIED

PRESENTATIONS

There were no presentations.

BY-LAWS

1. By-law 1336/20 – being a by-law to delegate Council’s authority

Report #CAO-02-2020 – Delegation of Authority in Response to COVID-19

Daniel Scissons, CAO/Clerk, explained staff has prepared a delegation of authority by-law for Council’s consideration in an effort to reduce the spread of COVID-19. By adopting a delegation of authority by-law, the Mayor and the CAO/Clerk will be authorized to take action and make critical decisions in real time, in the best interests of the Town of Petawawa, without requiring to gather all members of Council in a formal setting. The by-law provides for three layers of delegated authority in the event the Mayor and/or the CAO/Clerk are unable to act due to incapacitation by COVID-19 or any other illness/incident.

MOVED BY: James Carmody
SECONDED BY: Theresa Sabourin

- (3) That By-law 1336/20, being a by-law to delegate Council’s authority, be read a first and second time.

CARRIED

MOVED BY: Theresa Sabourin
SECONDED BY: James Carmody

- (4) That By-law 1336/20, be read a third time and passed.

CARRIED

CORRESPONDENCE

There were no items of correspondence.

MINUTES

There were no minutes.

STAFF REPORTS

1. CAO-03-2020 – Future Meeting Schedule in Response to COVID-19

Daniel Scissons explained as part of the collective effort to reduce the spread of COVID-19, all Town of Petawawa municipal facilities including Town Hall, have been closed to the public until further notice. While social distancing is being practiced by staff by cancelling scheduled meetings in enclosed spaces with members of the public, social distancing should also be practiced with members of Council with a limited meeting schedule. Staff is recommending that all future Council and Council-in-Committee meetings be postponed at this time. Information will still be circulated to Council via email and by adopting the delegation of authority by-law, actions and critical decisions can be made in real time in the best interests of the Town of Petawawa, without requiring Council members to gather in a formal setting.

Mr. Scissons further noted when information is received from the Federal and Provincial governments that COVID-19 is no longer considered a pandemic, the regular schedule of Council and Council-in-Committee meetings will be re-visited.

MOVED BY: Gary Serviss
SECONDED BY: Matthew McLean

- (5) In accordance with Section A. (3) of the Town's Procedural By-law 550/09, Council of the Corporation of the Town of Petawawa hereby postpones the Council-in-Committee meeting scheduled for March 23, 2020; and

That Council hereby postpones all future scheduled Council meetings and Council-in-Committee meetings until further notice; and

Should the need arise, a special meeting of Council may be called in accordance with Section B. of the Town's Procedural By-law; and

Public notice shall be provided for said special meeting of Council in accordance with Section C. of the Town's Procedural By-law.

CARRIED

2. FM-04-2020 – 2019 General Budget Funds

Annette Mantifel, Treasurer, provided an overview of the report.

MOVED BY: Theresa Sabourin
SECONDED BY: Matthew McLean

- (6) That the following amounts be transferred into reserves/reserve funds as follows:

\$18,467.57 be transferred into Reserve Fund – Public Works for unspent funds re: sand dome.

CARRIED

3. PW-02-2020 – Petawawa Drinking Water System and Wastewater System 2019 Annual Reports

David Unrau, Director of Public Works, presented the annual report for the Petawawa Drinking Water System as prepared by OCWA. Mr. Unrau indicated the report is published in accordance with Schedule 22 of Ontario Regulation 170/03 under the Safe Drinking Water Act for January 1 to December 31, 2019.

MOVED BY: Murray Rutz
SECONDED BY: Matthew McLean

- (7) That the Petawawa Drinking Water System 2019 Annual report be accepted as presented.

CARRIED

David Unrau presented the annual report for the Petawawa Wastewater System as prepared by OCWA.

MOVED BY: Theresa Sabourin
SECONDED BY: James Carmody

- (8) That the Petawawa Wastewater System 2019 Annual Report be accepted as presented.

CARRIED

COUNCILLOR REPORTS

There were no Councillor reports.

CLOSED MEETING

MOVED BY: Murray Rutz
SECONDED BY: Tom Mohns

- (9) That the meeting be closed pursuant to Section 239 (2) (a) and (e) of the *Municipal Act, S.O. 2001, c.25* to discuss the security of the property of the municipality or local board and litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board, regarding recent construction of a municipal asset; and

That the meeting be closed pursuant to Section 239 (2) (f) of the *Municipal Act, S.O. 2001, c.25* to receive advice that is subject to solicitor-client privilege, including communications necessary for that purpose, regarding the proposed cancellation of a tender.

CARRIED

Council went into closed session at 3:29 p.m.

Council reconvened to open session at 4:33 p.m.

BUSINESS ARISING FROM CLOSED SESSION

A closed meeting was held. The first item discussed was the security of the property of the municipality and potential litigation regarding the recent construction of a municipal asset and the second item discussed was to receive advice subject to solicitor-client privilege regarding the proposed cancellation of a tender. Direction was given to the CAO/Clerk. There is nothing further to report.

Council voted on the following resolution in open session:

MOVED BY: Matthew McLean
SECONDED BY: James Carmody

- (10) That Tender # PW-01-2020, Reconstruction of Portage Road, Scott Avenue and Hilda Street, be cancelled due to bids being substantially higher than anticipated and well above the projected budget of \$2,900,000.00.

CARRIED

Mayor Sweet explained the three bids received on the closing date of February 25, 2020 for Tender # PW-01-2020 were as follows: Bonnechere Excavating Inc. (BEI) \$4,322,457.80; H & H Construction Inc. (H&H) \$4,637,269.74; and R.G.T. Clouthier Construction Ltd. (RGT) \$6,179,021.69.

CONFIRMING BY-LAW

MOVED BY: Theresa Sabourin
SECONDED BY: James Carmody

- (11) That By-law 1337/20 be read a first, second and third time and passed.

CARRIED


ADJOURNMENT

MOVED BY: Gary Serviss
SECONDED BY: Murray Rutz

(12) That the meeting adjourn to the call of the Mayor.

CARRIED

The meeting adjourned at 4:37 p.m.



Mayor



Clerk