



Town of Petawawa
Council-In-Committee Meeting Minutes
August 19, 2024 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, Director of Legislative Services/Clerk
Christine Leon, Director of Finance
Mary McCaw, Director of Community Services
Craig Proulx, Acting Fire Chief
Christine Mitchell, Manager of Economic Development
Chris Mantha, Director of Public Works
Jeff Faught, Senior Planner
Noah Boyes, Senior Planner
Jodie Gervais, Human Resources Coordinator
Colton Kyle

The Council-In-Committee meeting was opened by the Mayor at 6:34 p.m. Due to an unforeseen technical issue, the live stream did not go live until after 7:00 p.m.

Land Acknowledgement

The land acknowledgement including a Truth and Reconciliation Commission Call to Action was read.

Disclosure of Pecuniary Interest

There were no disclosures of pecuniary interest.

Presentations

There were no presentations.

Planning and Development

1. Monthly Report – August 2024

Jeff Faught, Senior Planner, provided an overview of the monthly report. Mr. Faught highlighted the active subdivisions, Zoning By-law amendments, site plan reviews, an Official Plan update, and discussed pre-consultation applications for the McCrea Black Bay Quarry and the Winston Avenue proposed residential development.

Moved by Murray Rutz

Seconded by Karen Donovan

That the Planning and Development monthly report for August be accepted as information.

Carried

2. Building Activity Monthly Report – July 2024

Jeff Faught provided an overview of the monthly report.

Moved by Adam Driscoll

Seconded by James Carmody

That the Building activity report for July be accepted as information.

Carried

Fire Department

1. Monthly Report – July 2024

Craig Proulx, Acting Fire Chief, provided an overview of the monthly report, referencing incident responses, fire prevention activities, residential smoke alarm and open-air permits, and platoon training focusing on advanced pump operations. Acting Fire Chief Proulx provided an update on recent vehicle and equipment maintenance that occurred during the month of July, and he commented on the upcoming Emergency and Protective Services United event that the Town will be hosting on September 7, 2024, at the Petawawa Civic Centre.

Moved by Theresa Sabourin

Seconded by Murray Rutz

That the Fire Department monthly report for July be accepted as information.

Carried

Public Works

1. Monthly Report – July 2024

Chris Mantha, Director of Public Works, provided an overview of the report. Mr. Mantha reported on the status of the Public Works Office expansion, the Comfort Station, and the Wolfe Avenue, Portage Road, and Murphy Road construction projects. Mr. Mantha also reported on the status of the department's infrastructure priorities such as the Town's fleet procurement, Net Zero Project, and the Grit Tank # 2 repairs.

Moved by James Carmody

Seconded by Lisa Coutu

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

Carried

Community Services

1. Monthly Report – July 2024

Mary McCaw, Director of Community Services, provided an overview of the various services, programs and rental activities realized over the month of July. Ms. McCaw reported on a meeting that occurred on July 23, 2024, with Thinc Design, to discuss the Concept Plan for Kiddyland Park. Ms. McCaw also reported on the recent hiring of new staff member Joanne Schimmens, Seniors Recreation Programmer, and she commented on the successful award of the Seniors Active Aging Grant the department received.

Moved by Murray Rutz

Seconded by Theresa Sabourin

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

Carried

Economic Development

1. Monthly Report – July 2024

Christine Mitchell, Manager of Economic Development provided an overview of the monthly report. Ms. Mitchell highlighted recent business development activities, partner engagements, programs, projects, and events realized over the month of July. Ms. Mitchell reported on the successful grand opening of Food Basics Petawawa.

Moved by Adam Driscoll

Seconded by Karen Donovan

That the Economic Development monthly report for July be accepted as information.

Carried

2. ED-11-2024 – Community Improvement Plan for 3067 Petawawa Blvd., Unit 1

Christine Mitchell provided an overview of the report.

Moved by Murray Rutz

Seconded by Adam Driscoll

That Council, under the Community Improvement Plan adopted by By-law 1441/21, enter into the necessary funding agreement with the applicant for the following CIP financial incentive program:

- Up to \$3,000.00 under the Signage Grant

Carried

3. ED-12-2024 – Community Improvement Plan for 3191 Petawawa Blvd.

Christine Mitchell provided an overview of the report.

Moved by Lisa Coutu

Seconded by Theresa Sabourin

That Council, under the Community Improvement Plan adopted by By-law 1441/21, enter into the necessary funding agreement with the applicant for the following CIP financial incentive program:

- Up to \$2,000.00 under the Green Initiatives Grant

Carried

Finance

1. FIN-13-2024 – 2024 Year-to-Date Financial Results

Christine Leon, Director of Finance, provided an overview of the report.

Moved by Murray Rutz

Seconded by Theresa Sabourin

That Council receives this report as information.

Carried

2. FIN-14-2024 – Town of Petawawa Group Benefit Program RFP

Christine Leon provided an overview of the report.

Moved by Karen Donovan

Seconded by James Carmody

That staff be authorized to enter into negotiations with, and award, Medavie Blue Cross for the provision of employee benefits for the next contract renewal starting October 1, 2024, for a 5-year (64 month) term.

Carried

3. FIN-15-2024 – Procurement Policy

Christine Leon provided an overview of the report.

Moved by Theresa Sabourin

Seconded by Lisa Coutu

That the proposed by-law attached to this report be approved subject to an amendment regarding Section 30 of the policy to include language for purchases under \$10,000.00 to require a local preference, and that the amended by-law be brought forward at the next meeting of Council.

Carried

4. FIN-16-2024 – Civic Centre and Kin Hut Video Surveillance System

Christine Leon provided an overview of the report.

Moved by James Carmody

Seconded by Murray Rutz

That Council approve the expenditure of no more than \$30,388.00 for the installation of a security system at the Kin Hut and Civic Centre; and

That the expenditure be funded from the Working Funds Reserve (03.00.04.01000).

Carried

Legislative Services

1. Monthly Report – July 2024

Colin Howard, Director of Legislative Services, provided an overview of the monthly report.

Moved by Lisa Coutu

Seconded by Karen Donovan

That Council receives the Legislative Services monthly report for July as information.

Carried

2. LEG-08-2024 – Meeting Schedule for September 2024

Colin Howard provided an overview of the report.

Moved by Theresa Sabourin

Seconded by Lisa Coutu

That Council approves the meeting schedule for September 2024 as follows:

- Monday, September 9, 2024 – Council-In-Committee Meeting,
- Monday, September 16, 2024 – Council Meeting, and
- Monday, September 23, 2024 – Council-In-Committee Meeting.

Carried

General Matters

There was nothing to report.

Closed Meeting

Moved by Theresa Sabourin

Seconded by James Carmody

That the meeting be closed pursuant to Section 239 (2) (d) of the *Municipal Act, 2001, S.O. 2001, c.25*, to discuss labour relations or employee negotiations regarding proposed changes to job classifications and roles of specific employees.

Carried

Council went into closed session at 8:12 p.m.

Council reconvened to open session at 8:29 p.m.

Business Arising from Closed Session

A closed meeting was held. Council discussed the proposed changes to the new job classification of Senior Facility Operator.

Council voted on the following resolution in open session:

Moved by Lisa Coutu

Seconded by Theresa Sabourin

That the current position of Facility Operator in the Community Services Department be separated into two new job classifications of Facility Operator and Senior Facility Operator; and

That the position of Facility Operator remains in the 700–799 point band, and the position of Senior Facility Operator will be placed at Step 3 in the 800-899 point band of the Town of Petawawa Salary Grid, and

That this change be effective the first full pay period of September 2024.

Carried

Adjournment

Moved by Lisa Coutu

Seconded by Adam Driscoll

That the meeting be adjourned.

Carried

The meeting adjourned at 8:31 p.m.

Signature of the Clerk (Original Signed)