



Town of Petawawa
Council-In-Committee Meeting Minutes
January 29, 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

Regrets:

Councillor Murray Rutz

Also Present:

Scott Randolph, CAO
Colin Howard, Director of Legislative Services/Clerk
Christine Leon, Director of Finance
Karen Cronier, Director of Planning and Development
Chris Mantha, Director of Public Works
Christine Mitchell, Economic Development Manager
Bob Hackett
Colton Kyle
Edith Danilko
Bob Sweet
Simon Brooks
Curtis Quilty
Joe McDonald
Emma Butler, myFM

The Council-In-Committee meeting was opened by the Mayor at 6:30 p.m.

Land Acknowledgement

The land acknowledgement was read.

Disclosure of Pecuniary Interest

There were no disclosures of pecuniary interest.

Public Meeting

1. Town of Petawawa 2024 Proposed Budgets

Mayor Serviss welcomed Christine Leon, Director of Finance, to provide an overview of the Town of Petawawa 2024 Proposed Budgets.

Mayor Serviss asked to hear comments from the public.

Bob Hackett addressed Council outlining his concerns regarding the resurfacing of Pitzner Road and the road entrances to the proposed Black Bay Subdivision.

Colton Kyle addressed Council outlining his concerns regarding the policing services contract and the allocation of services offered within the service agreement with the Ontario Provincial Police.

Joe McDonald addressed Council outlining his concerns regarding financial allocations within the proposed 2024 budget related to the modernization of Town Hall, the proposed charging station at 1111 Victoria Street, the proposed Public Works building expansion, and the proposed new Fire Hall concept design costs.

Senior staff personnel and Council members responded the concerns that were addressed by each member of the public.

Mayor Serviss, on behalf of Council, thanked Ms. Leon for her budget presentation. Council will give consideration to approve the 2024 capital and operating budgets under an upcoming staff report, with the formal adoption of the 2024 budget scheduled by by-law at the February 5, 2024 regular meeting of Council.

Economic Development

1. Monthly Report – November 2023

Christine Mitchell, Economic Development Manager, 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 November.

Moved by James Carmody

Seconded by Karen Donovan

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

Carried

2. Monthly Report – December 2023

Christine Mitchell provided an overview of the monthly report.

Moved by Theresa Sabourin

Seconded by Lisa Coutu

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

Carried

Planning and Development

1. Monthly Report – December 2023

Karen Cronier, Director of Planning and Development, provided an overview of the monthly report. Ms. Cronier highlighted the active subdivisions, Zoning By-law amendments, site plan reviews, and the Official Plan update.

Moved by Lisa Coutu

Seconded by James Carmody

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

Carried

2. Building Activity Monthly Report – November 2023

Karen Cronier presented the monthly report.

Moved by Theresa Sabourin

Seconded by Lisa Coutu

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

Carried

3. Building Activity Monthly Report – December 2023

Karen Cronier presented the monthly report.

Moved by Adam Driscoll

Seconded by Karen Donovan

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

Carried

4. PL-02-2024 – Site Plan Application – Whitewater Restaurant, Town Centre Blvd.

Karen Cronier provided an overview of the report. Ms. Cronier commented on the site plan application and stated it is the opinion of staff that the proposed site plan to permit the construction of Whitewater Restaurant on the subject property is appropriate and recommends that Council conditionally grant site plan

approval subject to the Owner entering into a site development agreement with the Town.

Moved by Adam Driscoll

Seconded by Lisa Coutu

That Council supports the approval of the site plan application for the Whitewater Restaurant on condition that the Owner enters into a site development agreement with the Town.

Carried

Public Works

1. Monthly Report – November 2023

Chris Mantha, Director of Public Works, provided an overview of the monthly report. Mr. Mantha highlighted operational achievements in vehicle and equipment maintenance, summer/fall maintenance and construction and water and sanitary operations. Mr. Mantha also reported on the status of 2023 capital projects, and he highlighted the newly created standard operating procedure for the towns waste management diversion program.

Moved by Lisa Coutu

Seconded by Theresa Sabourin

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

Carried

2. Monthly Report – December 2023

Chris Mantha provided an overview of the monthly report.

Moved by James Carmody

Seconded by Adam Driscoll

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

Carried

3. PW-02-2024 – Petawawa Drinking Water System (DWS) Drinking Water Quality Management System (DWQMS) Operational Plan

Chris Mantha provided an overview of the report.

Moved by Adam Driscoll

Seconded by Lisa Coutu

That the Petawawa Drinking Water System (DWS) Drinking Water Quality Management System (DWQMS) Operational Plan be accepted as presented; and

That the Mayor and Chief Administrative Officer/Deputy Clerk are authorized to endorse OP-03A on behalf of the Corporation.

Carried

Council broke for a short recess at 7:54 p.m.

Council reconvened at 7:56 p.m.

Finance and Management

1. **FIN-02-2024 – 2024 Budgets – Capital, Operating, Water and Sewer**

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

Council discussed the proposed 2024 Capital and Operating Budget and the staff recommended 7% tax rate increase. Following the discussion, Council supported the recommended tax rate and proposed 2024 Capital and Operating Budget and endorsed the following motion.

**Moved by James Carmody
Seconded by Karen Donovan**

That the 2023 Budget expenditures for Public Works (Capital Equipment Vehicles 04.03.07.0720 - \$450,800) and Wastewater (Capital Sewer Plant 04.08.01.0700 - \$300,000) that were to be funded by Development Charges be changed to Operating Surplus and Wastewater Reserves, respectively; and

That a proposed 2024 Capital and Operating Budget be presented to Council for approval at the February 5th, 2024, Regular Meeting of Council; and

That the 2024 Water and Wastewater Budgets be presented at the same meeting; and

That staff be directed to present the 2024 Tax Rate By-law to Council for approval at a Regular Meeting in Quarter 2, 2024.

Carried

General Matters

1. **City of Pembroke – Request for Support – Kinsmen Pool**

Mayor Serviss provided an overview of the letter received from the City of Pembroke requesting financial assistance with repairs to the Kinsmen Pool.

A discussion occurred amongst Council and consensus was determined to not provide financial support to the City of Pembroke at this time.

Received as information.

Closed Meeting

There was no closed meeting.

Adjournment

**Moved by Adam Driscoll
Seconded by Lisa Coutu**

That the meeting be adjourned.

Carried

The meeting adjourned at 8:53 p.m.

Signature of the Clerk (Original Signed)