



Town of Petawawa
Regular Meeting of Council Minutes
December 20, 2021 at 6:30 p.m.

Present:

Mayor Bob Sweet
Deputy Mayor Gary Serviss
Councillor James Carmody
Councillor Murray Rutz
Councillor Theresa Sabourin

Regrets:

Councillor Matthew McLean
Councillor Tom Mohns

Also Present:

Daniel Scissons, CAO
Colin Howard, Clerk
Karen Cronier, Director of Planning and Development
Rudy Kadlec, myFM

Call to Order (Moment of Silent Reflection)

The Mayor called the meeting to order at 6:30 p.m.

Approval of Agenda

Resolution #1

Moved by Gary Serviss

Seconded by Murray Rutz

That the agenda for the December 20, 2021 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 6, 2021)

Resolution #2

Moved by Gary Serviss

Seconded by Theresa Sabourin

That the minutes of the meeting of Council held December 6, 2021 be approved as printed and circulated.

Carried

Public Meeting

1. Zoning By-law Amendment (from “Open Space” to “Residential One”) – Part of Mill Site No. 1 and Part of Public Square Plan 25, 21 Louise Street, Christine Rowan

The Public Meeting was opened by the Mayor at 6:32 p.m. Karen Cronier, Director of Planning and Development, advised that Notice of the Public Meeting had been provided as required under the *Planning Act*. No written submissions were received regarding the application.

Ms. Cronier explained the purpose and effect of the amendment is to rezone the 320 square metre parcel of land from Open Space (OS) to Residential One (R1) to permit the existing accessory residential use, a garage, to continue once the land is transferred from the Town to the abutting land owner. The zoning by-law amendment is required as a condition of consent. All other provisions of the Zoning By-law shall apply.

Mayor Sweet asked to hear comments from members of the public. No one from the public came forward to speak for or against the application.

Ms. Cronier then explained the appeal process to those present.

Mayor Sweet declared the Public Meeting closed at 6:34 p.m.

Presentations

1. Mayor’s Year End Review

Mayor Sweet presented his 2021 Year End Review:

A very busy year during which much was achieved. At this time, I would like to take the opportunity to reflect on the past year’s accomplishments and provide an overview of corporate milestones.

Planning and Development:

- Completed the Update to the Comprehensive Zoning By-law.

- Working towards implementation of a new Electronic Building Permitting System:
 - Cloudpermit – it will be fully functional in early 2022.
- Site Plans 2021:
 - Fijisan Sushi – 1 Doran Road;
 - Subway – commercial and residential;
 - Emmanuel Lighthouse Church expansion;
 - Petawawa Apartments – 10 units Dundonald Drive and Petawawa Boulevard;
 - Lapointe Vehicle Storage – Industrial Park;
 - Ongoing – Hyundai parking lot expansion; and
 - Two lots in the Industrial Park – contractors.
- Subdivisions – Town Centre Subdivision – 96 townhouse units.
- Radtke Estates Phase 2.
- Pre-consultation – Three subdivisions.
- Two apartment complexes.
- Refurbishment of commercial centre.
- Building Permits – 390 permits issued to-date.
- Emergency Management – completed legislative requirements, training and exercise.

Goals:

- Expand Cloudpermit to allow for the submission of electronic planning applications.
- 2022 will see the review of the Town Official Plan.
- Update and Review of the Sign By-law to be completed in first quarter 2022.
- Update and Review of the Site Plan Control By-law, applications and Guidelines for Drawings documents.

Economic Development:

- 11 new business openings:
 - Including Dog House Brewing Company, Kushy's, Capital Mortgages, Prairie & Luna Cannabis Co., Valley Creations, Mount Molson Dairy Bar.
- Business Milestones:
 - The Country Cupboard – 25 year anniversary;
 - The Shed– Five year anniversary; and

- The Urban Lounge Salon and Spa – Five year anniversary.
- Development of the Community Improvement Plan (CIP) with support from WSP.
- Developed and supported the Petawawa Container Market:
 - 18 weeks, 54 businesses, artists, artisans and crafters used and were showcased in the space.
- Obtained funding through the Digital Main Street Ontario Program to hire for a short-term Digital Service Squad member to support businesses with various Digital Main Street programs and opportunities.

Public Works:

- Approximately \$6.4 million towards roads, water, sanitary and sidewalks:
 - Roads included Scott Avenue, Laura Street, Hilda Street, Portage Road and Airport Road; and
 - Completed two in-house road rehabilitation projects: Biesenthal Road (1 kilometre) and Doris Street (150 metres).
- Petawawa received bronze award from Bicycle Friendly Communities:
 - only 10 communities across Canada are recognized for their conditions for cycling and guidance to foster safe bike-able communities for all ages and abilities.
- Presentation to Council on integrating Zero Emissions Vehicles into the Town's municipal half-ton pickup fleet by 2035.
- Replaced 10 large diameter cross road culverts in various locations.
- Purchased new tractor/loader/backhoe, new one-ton service truck, and new patrol pickup truck.
- Winter Maintenance Policy created and passed by Council:
 - Posting communications regarding Town operations to the Town's website and social media platforms to inform the public on projects, safety awareness, and education on municipal services (more education = less calls/complaints).
- Completed the Asset Management Plan and presented the first report to Council regarding municipal roads.
- Completed the Town of Petawawa Trail Wayfinding Strategy with continued implementation in future years.

- First report to Council on the Ministry of Environment Blue Box Program, in regards to producer responsibility regulations and transition schedule (Petawawa eligible for transition by March 2025).
- Safety Improvements Implemented:
 - Purchase of two Black Cat speed awareness monitors, to assist the OPP for enforcement and also the County for the design of new roads (i.e., Portage/Albert);
 - Purchase and installation of flexible speed bollards for three school zones: Valour, Herman and Our Lady of Sorrows;
 - New treated sand and salt mixture introduced to provide maximum performance while minimizing environmental impact, significantly reduces wear to equipment and infrastructure which will improve the overall winter maintenance budget;
 - Constructed a Multi-Use-Pathway on Laurentian Drive from Ravenwood Crescent to Civic Centre Road; and
 - Erected signage along Algonquin Trail at Doran Road and Murphy Road to alert users to safely cross at signalized intersections.

Fire Department:

- Major Incidents:
 - January 28 – 3197 Petawawa Boulevard – Art-e-Motive;
 - February 17 – 1011 Victoria Street – Mary Browns;
 - April 26 – 6 New Street; and
 - December 14 – 38 Bedard Boulevard.
- Fire Chief Knott was nominated and appointed by the OAFCA Board of Directors as one of eight Fire Chiefs in the province that will make up the OAFCA Training Task Force.
- Fire Chief Knott was celebrated for his 45 years of service.
- Four members were celebrated for their 25 years of service: Captain Peter Moss, Captain Bill Tabram, Assistant Deputy Chief Equipment and Facilities Tim Allen and Deputy Fire Chief Craig Proulx.
- 190 fire pit inspections completed.
- 862 fire permits issued.
- Station 2 lighting was upgraded to LEDs.
- Upgraded communications and efficiency by purchasing five fire tablets.
- Five new members hired and trained.

- Successful Fire Prevention Week campaign – Petawawa resident won grand prize for the province wide colouring contest hosted by the Ontario Association of Fire Chiefs:
 - Grade two class at St. Francis of Assisi School also won a pizza party which was delivered by Chief Fire Prevention Officer, Simon Brooks.
- Crews were able to get back to regular training and department duties.
- Purchased Fit Testing System to complete annual testing for all members in-house – more efficient and cost effective.
- Raised over \$2,000 during Fill the Boot Day in support of Muscular Dystrophy Canada.
- Renfrew County voted Firefighter Jason Godin as “Favourite Firefighter” in the myFM Spirit Awards.
- Safe Community Project Zero: Enbridge Gas and Fire Marshal’s Public Fire Safety Council – the department received 192 combination smoke and CO alarms:
 - The department will be working with local organizations to distribute the alarms and work towards improving home safety and bring fire and carbon monoxide-related deaths down to zero.

Community Services:

- Managing the continuance of services through a myriad of ever-changing regulations, restrictions and requirements as we have moved through the second, third and fourth waves of the global pandemic. The responsibility of ensuring that all operational parameters associated with the pandemic are met on a daily basis over the entire year and over and above regular operations has left many Community Services staff tired and weary.
- The replacement of the arena floor, board system and score clock has been a major facility upgrade and one that has been years in the making. With a very tight construction window, staff was able to bring the project in on-time and within budget. Thanks to the Petawawa Civic Centre Fundraising Committee for their generous donation towards the score clock replacement.
- The replacement of the arena refrigeration system condenser. The final major component replacement of the refrigeration plant at the PCC will provide for decades of efficient and cost-effective arena ice operation.
- The renovation of the Hall washrooms. The renovation involved a complete re-build using modern materials and design to provide clean and contemporary look and functionality.

- The completion of the detailed design for Laurentian Highlands Park. It is anticipated that the park will be constructed in 2022.
- The continuance of renovations and amenity replacements throughout the municipal parks system including the installation of a parking lot at Nature's Acre Park, various table, bench and play equipment replacements/additions and garden improvements. The parkette at the top of McGregor's Hill received a new flagpole cluster welcoming residents and visitors into Petawawa. The Petawawa Point boat launch was repaired and upgraded while the park received the addition of two new cantilevered shade umbrellas.
- The department will celebrate Stephen Heath for his 35 years of service.

Administration and Finance:

- 47 Council and Committee Meetings (22 virtual).
- 86 by-laws enacted.
- OPP Detachment Boards collaboration with neighbouring municipalities.
- Community Safety and Well-Being Plan ongoing collaboration with neighbouring municipalities.
- Four Season Bridge assumption from Keetna Snowmobile and Recreation Club providing non-motorized, active transportation crossing of Petawawa River and connection to Garrison.
- Successful relationship with Commissionaires expanded to include responsibility for enforcement of non-building related property standards matters.
- Town Hall front office and reception area renovations design options introduced.
- Preliminary implementation and testing of corporate financial software in cloud-based application.
- Colin Howard introduced as Town Clerk.
- COVID-19 Pandemic Response:
 - regular liaison with Renfrew County and District Health Unit;
 - ongoing dissemination of public health guidance to staff and community.
 - hosted vaccination clinics at Civic Centre.
 - observance of enhanced health and safety protocols for staff to ensure continuity of service delivery;

- introduction of vaccination policy for the health and safety of employees, students, volunteers, Council and Public Committee members;
 - implementation of public health guidelines to ensure safe enjoyment of municipal facilities by residents and visitors; and
 - ongoing collaboration with neighbouring municipalities on best practices.
- Total assessment in Petawawa is over \$2 billion.
 - CAO Daniel Scissons will celebrate 30 years of service.

Conclusion

Thank you to staff for your support to Council and working through a challenging year due to COVID-19. Thank you to Council for your commitment to our community and for having a proactive and productive year.

By-laws

1. By-law 1458/21 – being a by-law to amend By-law 843/13, being a by-law to adopt Human Resources Corporate Policies and Procedures for the Corporation of the Town of Petawawa

Resolution #3

Moved by James Carmody

Seconded by Theresa Sabourin

That By-law 1458/21, being a by-law to amend By-law 843/13, being a by-law to adopt Human Resources Corporate Policies and Procedures for the Corporation of the Town of Petawawa, be read a first and second time.

Carried

Resolution #4

Moved by Gary Serviss

Seconded by Murray Rutz

That By-law 1458/21 be read a third time and passed.

Carried

2. By-law 1459/21 – being a by-law to adopt Official Plan Amendment No. 16 for the Corporation of the Town of Petawawa (from “Rural” to “Mineral Aggregate”, 1417 Black Bay Road, Mielke Quarry)

Resolution #5

Moved by Murray Rutz

Seconded by Gary Serviss

That By-law 1459/21, being a by-law to adopt Official Plan Amendment No. 16 for the Corporation of the Town of Petawawa, be read a first and second time.

Carried

Resolution #6

Moved by James Carmody

Seconded by Theresa Sabourin

That By-law 1459/21 be read a third time and passed.

Carried

3. By-law 1460/21 – being a by-law to amend By-law number 456/07 of the Corporation of the Town of Petawawa, as amended (from “Extractive Industrial”, “Extractive Industrial Reserve”, and “Rural” to “Extractive Industrial-Exception Three”, 1417 Black Bay Road, Mielke Quarry)

Resolution #7

Moved by Gary Serviss

Seconded by James Carmody

That By-law 1460/21, being a by-law to amend By-law number 456/07 of the Corporation of the Town of Petawawa, as amended, be read a first and second time.

Carried

Resolution #8

Moved by Theresa Sabourin

Seconded by Murray Rutz

That By-law 1460/21 be read a third time and passed.

Carried

4. By-law 1461/21 – being a by-law to amend By-law number 456/07 of the Corporation of the Town of Petawawa, as amended (from “Open Space” to “Residential One”, Part of Mill Site No. 1 and Part of Public Square Plan 25, 21 Louise Street)

Resolution #9

Moved by Gary Serviss

Seconded by James Carmody

That By-law 1461/21, being a by-law to amend By-law number 456/07 of the Corporation of the Town of Petawawa, as amended, be read a first and second time.

Carried

Resolution #10

Moved by Theresa Sabourin

Seconded by James Carmody

That By-law 1461/21 be read a third time and passed.

Carried

5. By-law 1462/21 – being a by-law to amend By-law 1247/19, being a by-law to appoint an Integrity Commissioner

Resolution #11

Moved by Murray Rutz

Seconded by Gary Serviss

That By-law 1462/21, being a by-law to amend By-law 1247/19, being a by-law to appoint an Integrity Commissioner, be read a first and second time.

Carried

Resolution #12

Moved by James Carmody

Seconded by Gary Serviss

That By-law 1462/21 be read a third time and passed.

Carried

6. By-law 1463/21 – being a by-law to appoint a Committee of Adjustment

Resolution #13

Moved by Theresa Sabourin

Seconded by Gary Serviss

That By-law 1463/21, being a by-law to appoint a Committee of Adjustment, be read a first and second time.

Carried

Resolution #14

Moved by James Carmody

Seconded by Murray Rutz

That By-law 1463/21 be read a third time and passed.

Carried

Correspondence

There were no items of correspondence.

Minutes

1. Council-In-Committee Meeting (December 13, 2021)

Resolution #15

Moved by Theresa Sabourin

Seconded by Murray Rutz

That the minutes of the Council-In-Committee meeting held on December 13, 2021 be accepted by Council, and that resolutions from that Committee become resolutions of Council.

Carried

2. Petawawa Police Services Board (September 15, 2021 & November 17, 2021)

Councillor James Carmody provided an overview of the recent activities of the Petawawa Police Services Board.

Resolution #16

Moved by James Carmody

Seconded by Gary Serviss

That the minutes of the Petawawa Police Services Board meetings held on September 15, 2021 and November 17, 2021, be adopted as information.

Carried

3. Petawawa Business Advisory Network (November 2, 2021)

Councillor Theresa Sabourin provided an overview of the recent activities of the Petawawa Business Advisory Network.

Resolution #17

Moved by Theresa Sabourin

Seconded by James Carmody

That the minutes of the Petawawa Business Advisory Network meeting held on November 2, 2021 be adopted as information.

Carried

Staff Reports

CAO Daniel Scissons provided an update to Council on the new COVID-19 Omicron variant and how this will impact the Town moving forward in the New Year. Mr. Scissons reported new restrictions are being enforced to help reduce the spread and recommended that Council host upcoming January 2022 meetings virtually. Mr. Scissons reported the January 4th Council meeting will be an early start commencing at 3:00 p.m. while the remaining Council meetings will be virtual at the normal start times. Mr. Scissons reported the budget workshop meeting details are still to be determined.

Councillor Reports

Deputy Mayor Gary Serviss reported he attended and chaired a recent meeting of the Petawawa Sports and Entertainment Hall of Fame; the planned ceremony for the inductees will be held during the Town's 25th Anniversary celebrations in 2022. Deputy Mayor Serviss also reported he attended a meeting of the Petawawa Public Library Board on December 20, 2021.

Councillor James Carmody reported he also attended the Petawawa Public Library Board meeting on December 20, 2021. Councillor Carmody wished all the residents a Merry Christmas and a Happy New Year.

Councillor Theresa Sabourin reminded residents there is still time to register for the Christmas Angels luncheon that will occur on Christmas Day via takeout and delivery. Councillor Sabourin thanked all staff and volunteers for their hard work. Councillor Sabourin also thanked the media for showcasing the events for Petawawa during the past year and wished all residents a Merry Christmas.

Councillor Murray Rutz wished everyone a Merry Christmas and a Happy New Year.

Mayor Bob Sweet reported he participated in the inaugural meeting of County Council held in-person on December 14, 2021. Mayor Sweet confirmed he has been appointed to the same County Committees for the ensuing year which are Finance and Administration and Development and Property. Mayor Sweet also reported he has been appointed to the Chair of the K & P Recreational Management Advisory Committee; the Chair of the Ottawa Valley Recreational Trail and the Algonquin Trail Advisory Committee. Mayor Sweet has also been appointed once again to the 2022 Ontario Winter Games Committee. Mayor Sweet thanked the media for their fair and accurate reporting of Council's activities throughout the year. Mayor Sweet wished Council, staff, and all residents a Merry Christmas and a safe and healthy New Year.

Closed Meeting

There was no closed meeting.

Confirming By-law

Resolution #18

Moved by Gary Serviss

Seconded by James Carmody

That By-law 1464/21 be read a first, second and third time and passed.

Carried

Adjournment

Resolution #19

Moved by Murray Rutz

Seconded by Theresa Sabourin

That the meeting adjourn to the call of the Mayor.

Carried

The meeting adjourned at 7:19 p.m.

Signature of the Mayor (Original Signed)

Signature of the Clerk (Original Signed)