



## **Town of Petawawa**

### **Council-In-Committee Meeting Minutes December 12, 2022 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:**

Daniel Scissons, CAO  
Colin Howard, Clerk  
Craig Proulx, Acting Fire Chief  
Mary McCaw, Director of Community Services  
Mark Reinert, Parks & Recreation Facilities Supervisor  
Karen Cronier, Director of Planning and Development  
Chris Mantha, Manager of Public Works  
Annette Mantifel, Treasurer  
Angela Schutt, Welch LLP  
Alex Arapov  
Rudy Kadlec, 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.

Mayor Gary Serviss took a moment to acknowledge Herb Shaw & Sons Limited and their 175 years in business and in honour of that achievement the Premier of Ontario visited Petawawa today to bring best wishes to the Shaw family.

### **Presentations**

1. 2021 Audited Financial Statements – Angela Schutt, Welch LLP

Angela Schutt presented the 2021 audited financial statements for the Town of Petawawa.

**Moved by Adam Driscoll**

**Seconded by Murray Rutz**

That the Consolidated Financial Statements for 2021 be accepted by Council.

**Carried**

### **Fire Department**

1. Activity Report –November 2022

Craig Proulx, Acting Fire Chief, provided an overview of the monthly report. Acting Chief Proulx reported on one smell of gas call, six fire alarm calls, two carbon monoxide alarm calls, one call for mutual aid, one motor vehicle collision call, one call for a gas leak and two calls for compost and grass fires for the month of November. Acting Chief Proulx highlighted the monthly platoon training which focused on practical validation structure fire scenarios and the Emergency Management training exercise that the Chief Fire Prevention Officer and Training Officer attended for the Town's annual recertification.

**Moved by Theresa Sabourin**

**Seconded by James Carmody**

That the Fire Department activity report for November be accepted as information.

**Carried**

2. Fire Protection Budget Report

Received for information.

### **Community Services**

1. Activity Report – November 2022

Mark Reinert, Parks & Recreation Facilities Supervisor and Mary McCaw, Director of Community Services, provided an overview of the monthly report. Mr. Reinert reported on the various services, programs and increased rental activities realized over the month of November.

**Moved by Murray Rutz**  
**Seconded by Lisa Coutu**

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

**Carried**

2. Community Services Budget Report

Received for information.

**Planning and Development**

1. Activity Report – November 2022

Karen Cronier, Director of Planning and Development, provided an overview of the report. Ms. Cronier highlighted the active subdivisions, Zoning By-law amendments, and developments in pre-consultation. Ms. Cronier reported on the successful completion of the annual emergency exercise conducted by Emergency Management Group and the emergency response team made up of staff from the Town of Petawawa.

**Moved by James Carmody**  
**Seconded by Adam Driscoll**

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

**Carried**

2. Building Activity Report – November 2022

Karen Cronier presented the monthly report.

**Moved by Murray Rutz**  
**Seconded by Karen Donovan**

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

**Carried**

3. PL-33-2022 – Lantern Developments (Pembroke) Inc. – Site Plan Approval, Limestone Trail Apartments, Block 63, Plan 49M-50

Karen Cronier provided an overview of the report. Ms. Cronier reported that the proposed site plan meets the intent of the Town of Petawawa Official Plan and the minimum requirements of Zoning By-law 456/07 and it is the opinion of staff that the proposed site plan is an appropriate development for the subject lands. A site plan approval will be granted subject to the applicant entering into a site development agreement with the Town.

Received for information.

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

Received for information.

**Public Works**

1. Monthly Report – November 2022

Chris Mantha, Manager of Public Works, provided an overview of the monthly report. Mr. Mantha reported on the completion of all contracted road cut preparation and paving for 2022. Mr. Mantha also reported on the Kramer Avenue culvert replacement and the Safe Sidewalks Canada conditional survey which highlighted the excellent condition of all sidewalks within the Town.

**Moved by Lisa Coutu**

**Seconded by Adam Driscoll**

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

**Carried**

2. Public Works Budget Report

Received for information.

3. Sewage System Budget Report

Received for Information.

4. Waterworks Budget Report

Received for information.

**Finance and Management**

1. Accounts Payable – November 2022

Annette Mantifel, Treasurer, presented the report.

**Moved by Murray Rutz**

**Seconded by Adam Driscoll**

That the general cheque #'s 38002 to 38232 in the amount of \$2,961,597.45 be passed by Council and paid by the Treasurer.

**Carried**

2. FM-05-2022 – 2022 Property Tax Write-Offs

Annette Mantifel provided an overview of the report.

**Moved by Karen Donovan**

**Seconded by James Carmody**

That the list of 2022 property taxation write-offs in the amount of \$12,580.84 be approved pursuant to the Municipal Act, 2001, S.O. 2001, Sections 357 and 358 and the Assessment Act, R.S.O. 1990, Sections 39.1 and 40.

**Carried**

3. 2023 OPP Annual Billing

Annette Mantifel provided an estimated cost comparison between the 2022 and 2023 OPP billing statements. The total 2023 estimated amount is \$1,712,668.00 compared to \$1,723, 084.00 in 2022.

The 2023 OPP Annual Billing Statement was received for information.

4. ADMIN-27-2022 – Animal Control/By-law Enforcement Activity Report – October 2022

Colin Howard presented the report.

**Moved by Theresa Sabourin**

**Seconded by Lisa Coutu**

That Council receives the Animal Control/By-law Enforcement monthly activity report for October as information.

**Carried**

5. ADMIN-28-2022 – Animal Control/By-law Enforcement Activity Report – November 2022

Colin Howard presented the report.

**Moved by Murray Rutz**

**Seconded by Karen Donovan**

That Council receives the Animal Control/By-law Enforcement monthly activity report for November as information.

**Carried**

6. Budget Reports (Administration, Animal Control/By-law Enforcement, and Council)

Received for information.

**General Matters**

There was nothing to report.

### **Closed Meeting**

**Moved by Adam Driscoll**

**Seconded by Lisa Coutu**

That the meeting be closed pursuant to Section 239 (2) (b) and (d) of the *Municipal Act, 2001, S.O. 2001, c.25*, as amended, to discuss personal matters about an identifiable individual, including municipal or local board employees, and labour relations or employee negotiations, regarding the positions of Chief Building Official and Building Inspector.

**Carried**

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

Council reconvened to open session at 8:47 p.m.

### **Business Arising From Closed Session**

A closed meeting was held. Council discussed personnel-related matters and provided direction to the CAO and Clerk.

Council voted on the following resolution in open session:

**Moved by James Carmody**

**Seconded by Karen Donovan**

That Council enters into employment agreements with Erin McCann as Chief Building Official and Amy Brazeau as Building Inspector effective January 1, 2023.

**Carried**

### **Adjournment**

**Moved by Murray Rutz**

**Seconded by Karen Donovan**

That the meeting be adjourned.

**Carried**

The meeting adjourned at 8:48 p.m.

Signature of the Clerk (Original Signed)