



Town of Petawawa
Council-In-Committee Meeting Minutes
April 11, 2023 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
Annette Mantifel, Treasurer
John Felix, Director of Public Works
Mary McCaw, Director of Community Services
Craig Proulx, Acting Fire Chief
Chris Mantha, Manager of Public Works
Greg Belmore, Manager of Human Resources, County of Renfrew
Amanda Nesbitt, Human Resources Coordinator, County of Renfrew
Peter Moss

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.

Presentations

1. Proposal for CAO Recruitment for the Town of Petawawa – Greg Belmore, Manager of Human Resources and Amanda Nesbitt, Human Resources Coordinator, County of Renfrew

Mayor Gary Serviss introduced Greg Belmore, Manager of Human Resources and Amanda Nesbitt, Human Resources Coordinator, both from the County of Renfrew. Mayor Serviss acknowledged the forthcoming retirement of CAO Daniel Scissons and recognized his commitment and dedication in service to the Town for over 30 years.

Mr. Belmore provided an overview of the proposal for CAO recruitment and outlined the agenda for the presentation.

Ms. Nesbitt highlighted the three stages of the recruitment process, the advertising of the position and candidate screening, including the use of a performance assessment tool.

Mr. Belmore outlined the costing proposal for the process and confirmed that funds have been allocated in the 2023 budget. Mr. Belmore closed out the presentation by reviewing the proposed eight week timeline for the recruitment process culminating with a successful candidate in place in July.

Mr. Belmore expressed his appreciation to Council for providing him the opportunity to appear and stated he would be happy to take any questions.

Council indicated their support for the CAO recruitment process and suggested timelines outlined in the proposal.

Mayor Serviss, on behalf of Council, thanked Mr. Belmore and Ms. Nesbitt for their informative presentation.

Moved by Murray Rutz

Seconded by Karen Donovan

That Council accepts the proposal for recruitment of CAO for the Town of Petawawa as presented.

Carried

Public Works

1. PW-07-2023 – Award of Tender PW-06-2023, for the Repairs to Grit Tank #1 at the Petawawa Wastewater Treatment Plant

John Felix, Director of Public Works, provided an overview of the report.

Moved by James Carmody

Seconded by Theresa Sabourin

That Council approves the award of Tender PW-06-2023, for the Repairs to Grit Tank #1 at the Petawawa Wastewater Treatment Plant to Harrington Mechanical in the amount of \$346,000.00 plus HST. It is also recommended the scope is increased to replace rails that do not meet code and are in poor condition. Therefore, with the increased scope, the total cost is \$371,000.00 plus HST.

Carried

2. PW-08-2023 – Award of Tender PW-05-2023, for the Reconstruction of Hilda Street and Lisa Crescent

John Felix provided an overview of the report.

Moved by Lisa Coutu

Seconded by James Carmody

That Council approves the award of Tender PW-05-2023, for the Reconstruction of Hilda Street and Lisa Crescent to Bonnechere Excavating Inc. in the amount of \$3,682,479.41 plus HST;

And that staff is authorized to negotiate on behalf of Council, with the successful tenderer to reduce the scope of work through a change order to remain fiscally responsible to our ratepayers.

Carried

Community Services

1. Activity Report – March 2023

Mary McCaw, Director of Community Services, provided an overview of the various services, programs and rental activities realized over the month of March. Ms. McCaw commented on departmental training, seasonal staff recruitment initiatives and participation in meetings on youth programming, facility maintenance and event planning. Ms. McCaw provided progress updates on the Comfort Station, Laurentian Highlands and Radtke Estates parks and tennis room renovation projects.

Moved by Murray Rutz

Seconded by Adam Driscoll

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

Carried

2. Community Services Budget Report

Received for information.

Finance and Management

1. 2022 Statement of Council and Board Remuneration and Expenses

Annette Mantifel, Treasurer, presented the report.

Moved by Theresa Sabourin

Seconded by Lisa Coutu

That Council approves and accepts the 2022 Statement of Council and Board Remuneration and Expenses report as presented.

Carried

2. ADMIN-08-2023 – Taxi Licence Applications 2023

Colin Howard, Clerk, provided an overview of the report.

Moved by Adam Driscoll

Seconded by Murray Rutz

That Council approves the taxi licence application in accordance with the current taxi by-law.

Carried

3. ADMIN-09-2023 – Animal Control/By-law Enforcement Activity Report – March 2023

Colin Howard provided an overview of the monthly report.

Moved by Karen Donovan

Seconded by Lisa Coutu

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

Carried

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

Received for information.

Fire Department

1. Activity Report – March 2023

Craig Proulx, Acting Fire Chief, provided an overview of the monthly report, referencing incident responses, prevention activities, wildland firefighting, ice water rescue and provincial mandatory certification training and maintenance of vehicle and equipment assets. Acting Chief Proulx reported on delivery of the new water rescue boat and the ongoing efforts to outfit it for service. Acting Chief Proulx also reported he attended a Renfrew County Fire Chiefs meeting regarding communications on March 1, 2023 and met with City of Pembroke Fire Chief Scott Selle on March 3, 2023 to discuss an aerial apparatus services agreement.

Moved by Theresa Sabourin
Seconded by Karen Donovan

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

Carried

2. Fire Protection Budget Report

Received for information.

General Matters

There was nothing to report.

Closed Meeting

Moved by Lisa Coutu
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*, as amended, to discuss labour relations or employee negotiations with the United Food and Commercial Workers Canada, Local 175 to provide for a collective agreement with the Town of Petawawa Volunteer Firefighters.

Carried

Council went into closed session at 7:52 p.m.

Council reconvened to open session at 8:04 p.m.

Business Arising From Closed Session

A closed meeting was held. The matter discussed concerned collective agreement deliberations between the Town and United Food and Commercial Workers Canada, Local 175. This information was provided for consideration and future ratification.

Adjournment

Moved by Karen Donovan
Seconded by Lisa Coutu

That the meeting be adjourned.

Carried

The meeting adjourned at 8:05 p.m.

Signature of the Clerk (Original Signed)