



Town of Petawawa
Council-In-Committee Meeting Minutes
May 8, 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
Craig Proulx, Acting Fire Chief
Mary McCaw, Director of Community Services
John Felix, Director of Public Works
Chris Mantha, Manager of Public Works
Dawn Recoskie, Administrative Assistant, Public Works, Fire and Administration
Karen Cronier, Director of Planning and Development
Dan Whitman, Alternate Director, RCATV Club
Ulysse Bouchard
Gary Taylor

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

There were no presentations.

Fire Department

1. Activity Report – April 2023

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, platoon training focusing on water supply and relay pump operations, specialty training on natural gas emergencies and maintenance of vehicle, building and equipment assets. Acting Chief Proulx reported the Department will be hosting the Ontario Fire Marshal's Mobile Live Fire Training Unit from May 11 to 14, 2023.

**Moved by Murray Rutz
Seconded by Adam Driscoll**

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

2. Fire Protection Budget Report

Received for information.

Community Services

1. Activity Report – April 2023

Mary McCaw, Director of Community Services, provided an overview of the various services, programs and rental activities realized over the month of April. Ms. McCaw commented on staff training on safe food handling and working at heights. Ms. McCaw reported on planning for the upcoming Water and Dirt Festival and on the submission of a grant application for the event.

**Moved by Theresa Sabourin
Seconded by Karen Donovan**

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

Carried

2. Community Services Budget Report

Received for information.

Public Works

1. PW-09-2023 – Status of Tender PW-07-2023, for the Rehabilitation of Wolfe Avenue

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

Moved by Murray Rutz

Seconded by Adam Driscoll

That Tender PW-07-2023, for the Rehabilitation of Wolfe Avenue, be cancelled due to bids being higher than anticipated and well above the project construction budget of \$575,000.00.

Carried

2. PW-10-2023 – Proposed Entrance Permit By-law

John Felix provided an overview of the report.

Moved by James Carmody

Seconded by Lisa Coutu

That Council approves the proposed Entrance Permit By-law as presented, and that the by-law be brought forward to a future Council meeting for endorsement.

Carried

3. PW-11-2023 – Renfrew County ATV Club Request – Proposed Off-Road Vehicle By-law

John Felix provided an overview of the report. Mr. Felix reviewed the background of the request made to Council on March 20, 2023 by the Renfrew County ATV Club to permit off-road vehicle (ORV) access on municipal roads in Petawawa and highlighted the suggested phased approach being put forth in the report.

Members of Council discussed the report and proposed recommendations and debated topics such as legislative authority under the *Highway Traffic Act, R.S.O. 1990*, liability to the Town, collision statistics concerns raised by the OPP and the enforcement of the proposed by-law, community implications, and the comparison of similar municipalities within Ontario regarding their allowance of ORV use on municipal roads.

Mayor Serviss thanked staff for their efforts in drafting this comprehensive report. Mayor Serviss asked to have a motion to approve the staff recommendation. A recorded vote was requested by Councillor James Carmody.

There was no mover for the motion.

Councillor Carmody proposed the following motion.

Moved by James Carmody

Seconded by Theresa Sabourin

That Council permits ORV travel on all roads west of Highway 17; and

That Council permits ORVs to cross over Petawawa Boulevard to access amenities using the five designated intersections identified in Phase 1 of the report; and

That Council permits ORV travel along the paved portion of Petawawa Boulevard to access the gas station northwest of Renfrew Street; and

That Council permits the entire length of Black Bay Road to be included as a designated route subject to:

- a. Setting the appropriate speed limit as per the *Highway Traffic Act*
- b. Completion of a rural road field review
- c. Survey the residents along Black Bay Road for their comments; and

That Council agrees to review the results of Phase 1 in its entirety at the end of the 2023 riding season.

Carried

Finance and Management

1. Accounts Payable – April 2023

Annette Mantifel, Treasurer, presented the report.

Moved by Murray Rutz

Seconded by Karen Donovan

That the general cheque #'s 48 to 220 in the amount of \$1,175,216.84 be passed by Council and paid by the Treasurer.

Carried

2. FM-02-2023 – Petawawa Legion Branch 517 Revised Grant Application

Annette Mantifel presented the report.

Moved by Murray Rutz

Seconded by Theresa Sabourin

That Council accepts and receives the amended grant application from the Royal Canadian Legion Branch 517 and that 2023 grant funding be approved up to the amount of \$10,000.00 with provisions that washroom upgrades meet the standards under the Accessibility for Ontarians with Disabilities Act.

Carried

3. ADMIN-10-2023 – 2022 Municipal Election – Financial Statements

Colin Howard, Clerk, provided an overview of the report. Mr. Howard advised that all election candidates complied with Section 88.25 of the *Municipal Elections Act, 1996*.

The report was received for information.

4. ADMIN-11-2023 – 2022 Municipal Election – Third Party Financial Statements

Colin Howard provided an overview of the report. Mr. Howard advised the Town did not receive any third party registrations for the 2022 Municipal Election.

The report was received for information.

5. ADMIN-12-2023 – Taxi Licence Applications 2023

Colin Howard provided an overview of the report.

Moved by Murray Rutz

Seconded by Lisa Coutu

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

Carried

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

Received for information.

General Matters

There was nothing to report.

Closed Meeting

There was no closed meeting.

Adjournment

Moved by Karen Donovan

Seconded by James Carmody

That the meeting be adjourned.

Carried

The meeting adjourned at 7:57 p.m.

Signature of the Clerk (Original Signed)