



Town of Petawawa
Council-In-Committee Meeting Minutes
October 10, 2023 at 6:30 p.m.

Present:

Mayor Gary Serviss
Deputy Mayor Theresa Sabourin
Councillor James Carmody
Councillor Lisa Coutu
Councillor Karen Donovan
Councillor Murray Rutz

Regrets:

Councillor Adam Driscoll

Also Present:

Scott Randolph, CAO
Colin Howard, Clerk
Mary McCaw, Director of Community Services
Craig Proulx, Acting Fire Chief
Chris Mantha, Director of Public Works
Annette Mantifel, Treasurer
Karen Cronier, Director of Planning and Development
Christine Mitchell, Economic Development Officer
Colton Kyle
Luke Notman, 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.

Presentations

There were no presentations.

Community Services

1. Monthly Report – September 2023

Mary McCaw, Director of Community Services, provided an overview of the various services, programs and rental activities realized over the month of September. Ms. McCaw commented on the ongoing staff training for Smart Serve Recertification and safe food handling recertification and highlighted recent conferences staff attended in September including a Cycle Tourism Conference, Municipal Finance Officers Conference and CIMCO Refrigeration-Innovations Conference.

Moved by Theresa Sabourin

Seconded by Murray Rutz

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

Carried

2. Community Services Budget Report

Received for information.

Fire Department

1. Monthly Report – September 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 practical structure fire scenarios and specialty training for the new rescue boat operations. Acting Fire Chief Proulx reported on the well attended Petawawa Fire Department Meet and Greet at RONA Petawawa scheduled on October 7, 2023, and highlighted the upcoming Fire Prevention Week scheduled for October 8 to 14, 2023.

Moved by Karen Donovan

Seconded by Lisa Coutu

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

Carried

2. Fire Protection Budget Report

Received for information.

Public Works

1. PW-16-2023 – Award of Tender PW-10-2023, Snow Plowing at Municipal Buildings

Chris Mantha, Director of Public Works, provided an overview of the report.

Moved by Murray Rutz

Seconded by James Carmody

That Council approves the award of Tender PW-10-2023, Snow Plowing at Municipal Buildings 2023-2024, to H & H Construction Inc. in the amount of \$2,026.00 plus HST per service.

Carried

2. PW-17-2023 – Award of Tender PW-11-2023, Equipment Quotation for Snow Removal 2023-2024

Chris Mantha provided an overview of the report.

Moved by Theresa Sabourin

Seconded by Karen Donovan

That Council approves the award of Tender PW-11-2023, Equipment Quotation for Snow Removal 2023-2024, to Do-All Construction in the amount of \$35,500.00 plus HST.

Carried

3. PW-18-2023 – Award of Tender PW-12-2023, Stockpiling of Winter Sand 2024 and 2025

Chris Mantha provided an overview of the report.

Moved by Lisa Coutu

Seconded by James Carmody

That Council approves the award of Tender PW-12-2023, Stockpiling of Winter Sand 2024 & 2025, to G.P. Splinter in the amount of \$86,775.00 plus HST.

Carried

Finance and Management

Mayor Serviss acknowledged Annette Mantifel on her nearly 10 years of service to the Town and offered best wishes from Council and Staff as she embarks on the next chapter of her life.

1. Accounts Payable – September 2023

Annette Mantifel, Treasurer, presented the report.

Moved by Murray Rutz

Seconded by Lisa Coutu

That the general cheque #'s 1093 to 1311 in the amount of \$7,083,090.67 be approved by Council and paid by the Treasurer.

Carried

2. FM-05-2023 – 2022 General, Water and Wastewater Budget Funds

Annette Mantifel presented the report.

Moved by James Carmody

Seconded by Theresa Sabourin

That 2022 budgeted transfers from reserve/reserve funds be amended as follows:

- Development Charges – Transportation from \$12,013.00 to \$7,408.91 re: sidewalk construction.
- Development Charges – Transportation from \$136,932.00 to \$4,935.45 re: Portage Road.
- Reserve – Administration from \$35,000.00 to \$0.00 re: hardware/software.
- Development Charges – Sewage System from \$470,000.00 to \$370,000.00 re: Renfrew Street Pumping Station.
- Development Charges – Waterworks from \$186,165.00 to \$12,971.34 re: Watermain looping Sammy Drive to Dustin Drive.
- Sewage Lifecycle Reserve – from \$3,991,301.00 to \$2,565,280.00.

That the following 2022 transfers to/from reserve/reserve funds be approved:

- That \$37,800.00 be transferred into Reserve Fund – Industrial Park/Economic Development re: sale of land in the Industrial Park.
- That \$38,280.00 be transferred into Reserve Fund – Public Works re: sale of surplus equipment.
- That \$58,960.07 be transferred from Reserve – Administration re: balance of COVID-19 Municipal Operating Funding utilized.
- That \$10,826.92 be transferred from Development Charges – Waterworks for Portage Rd watermain expansion 2019 construction.
- That \$30,000.00 be transferred from Development Charges – Waterworks for Herman St watermain 2019 construction.
- That \$120,000.00 be transferred from Development Charges – Transportation for Civic Centre Road urbanization Petawawa Blvd to Laurentian Drive.
- That \$189,087.30 be transferred into Water Lifecycle Reserve – 2021 surplus amount.
- That \$577,514.04 be transferred into Sewage Lifecycle Reserve - 2021 surplus amount.

Carried

3. FM-06-2023 – Development Charges Treasurer’s Statement 2022

Annette Mantifel presented the report.

Moved by Lisa Coutu

Seconded by James Carmody

That the Development Charges Treasurer’s Statement 2022 as required under Section 43 (1) of the Development Charges Act, 1997 S.O. 1997 and O. Reg 82/98 be received. Furthermore, that Council accepts the Treasurer’s declaration that the Town is in compliance with Section 59.1 (1) of the Development Charges Act, 1997 and that the Treasurer’s Statement is made available on the Town’s website or upon request.

Carried

4. Animal Control/By-law Enforcement Monthly Report – September 2023

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

Moved by Murray Rutz

Seconded by Karen Donovan

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

Carried

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

Received for information.

General Matters

There was nothing to report.

Closed Meeting

Moved by Murray Rutz

Seconded by James Carmody

That the meeting be closed pursuant to Section 239 (2) (c) of the *Municipal Act, 2001, S.O. 2001, c.25*, to discuss a proposed acquisition or disposition of land by the municipality or local board, regarding offers to purchase land in the Industrial Park.

Carried

Council went into closed session at 7:34 p.m.

Council reconvened to open session at 7:51 p.m.

Business Arising From Closed Session

A closed meeting was held. Council discussed the sale of available land in the Industrial Park.

Council voted on the following resolution in open session:

Moved by Murray Rutz

Seconded by Theresa Sabourin

That Council considers the sale of available land in the Industrial Park to Dr. Michelle Scantland of Petawawa Animal Hospital for a veterinary clinic, at an offered price of \$10,000.00 per acre, to be determined by survey.

Carried

Adjournment

Moved by Lisa Coutu

Seconded by James Carmody

That the meeting be adjourned.

Carried

The meeting adjourned at 7:52 p.m.

Signature of the Clerk (Original Signed)