



**Town of Petawawa**  
**Council-In-Committee Meeting Minutes**  
**September 27, 2021 at 6:30 p.m.**

**Present:**

Mayor Bob Sweet  
Deputy Mayor Gary Serviss  
Councillor James Carmody  
Councillor Matthew McLean  
Councillor Tom Mohns  
Councillor Murray Rutz  
Councillor Theresa Sabourin

**Also Present:**

Daniel Scissons, CAO  
Colin Howard, Clerk  
Dawn Recoskie, Deputy Clerk  
Kelly Williams, Director of Community Services  
David Unrau, Director of Public Works  
Karen Cronier, Director of Planning and Development  
Jason Charette  
Roy Reed  
Isabelle Kingsbury  
Wayne Bando  
Patricia Leboeuf, Petawawa Post

The Council-In-Committee meeting was opened by the Mayor at 6:30 p.m.

**Disclosure of Pecuniary Interest**

In accordance with Section 5(1) of the *Municipal Conflict of Interest Act*, R.S.O. 1990, c.M.50., as amended, where a member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the council at which the matter is the subject of consideration, the member, (a) shall, prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof; (b) shall not take part in the

discussion of, or vote on any question in respect of the matter; and (c) shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question.

1. Declaration #2021-03

Mayor Bob Sweet declared a potential deemed indirect pecuniary interest with respect to item #4 in the monthly report for September 2021 from David Unrau, Director of Public Works, regarding the final project financials and business plan to proceed with construction and submission of additional funding grant application for the proposed Petawawa WPCP Net Zero Project, as his son is employed by OCWA.

**Presentations**

There were no presentations.

**General Matters**

1. CS-08-2021 – COVID-19 Vaccination Screening at the Petawawa Civic Centre

Kelly Williams, Director of Community Services, provided an overview of the report. Mr. Williams stated that a more streamlined approach to COVID-19 screening process is recommended at screening locations. Mr. Williams stated the recommendation is to require all coaches, officials, trainers, and volunteers who are associated with the organized indoor sport activity to be fully vaccinated or have the appropriate exemption documentation. Mr. Williams stated other municipalities have adopted similar vaccination requirement policies.

**Moved by Murray Rutz**

**Seconded by James Carmody**

That Council approves the recommendation to streamline the COVID-19 screening process at screening stations located within Town-operated recreational facilities to require coaches, officials, trainers and volunteers (who are working in the facility) who are associated with organized indoor sport activities to be required to be fully vaccinated or have the appropriate exemption documentation.

**Carried**

**Public Works**

1. Monthly Report – September 2021

David Unrau, Director of Public Works, provided an overview of the monthly report. Mr. Unrau highlighted capital projects to-date, asset management, operations and maintenance, water and sanitary, energy management, and special projects and initiatives.

**Moved by Gary Serviss**

**Seconded by Theresa Sabourin**

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

**Carried**

**\*Note:** Item 4 of the Public Works monthly report was not discussed; as such, Mayor Bob Sweet did not need to relinquish the Chair to the Deputy Mayor due to his previous declared indirect pecuniary interest.

2. PW-24-2021 – Active Transportation, Budget 2022 Work Plan

David Unrau, Director of Public Works, provided an overview of the report, highlighting to date the activities that have been completed within the Active Transportation Plan. Mr. Unrau shared some stories from residents striving for a more inclusive pedestrian and cycling community. Mr. Unrau outlined active transportation priorities for consideration in 2022 budget deliberations.

The report was received for information.

3. PW-25-2021 – Road Improvements, Budget 2022 Work Plan

David Unrau provided an overview of road improvement priorities for consideration in 2022 budget deliberations.

The report was received for information.

4. PW-26-2021 – Asset Management Coordinator, Budget 2022 Work Plan

David Unrau provided notice that a recommendation to create a full-time position of Asset Management Coordinator to manage the municipality's asset, energy and active transportation portfolios will be included in the 2022 draft budget.

The report was received for information.

5. PW-27-2021 – Drainage Challenge on Shames Road

David Unrau provided an overview of the report, outlining the drainage concerns at 367 Shames Road. Mr. Unrau outlined the options that Jp2g Consultants Inc. provided to resolve the issue on the property. Council directed Mr. Unrau to conduct further review to determine if there are other less costly options to resolve the situation, and to provide an updated report at a future meeting.

6. Public Works Budget Report

Received for information.

7. Sewage System Budget Report

Received for information.

8. Waterworks Budget Report

Received for information.

## **Planning and Development**

### 1. Activity Report – August 2021

Karen Cronier, Director of Planning and Development, provided an overview of the monthly report. Ms. Cronier highlighted the active subdivisions, zoning by-law amendments, and site plan applications. Ms. Cronier advised that the municipality will be required to conduct an emergency exercise this year after receiving exemptions in 2019 for flooding and in 2020 for COVID-19.

**Moved by Gary Serviss**

**Seconded by Theresa Sabourin**

That the Planning and Development activity report for August be accepted as information.

**Carried**

### 2. Building Activity Report – August 2021

Karen Cronier presented the monthly report.

**Moved by Tom Mohns**

**Seconded by Murray Rutz**

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

**Carried**

### 3. PL-21-2021 – Frank’s Electric Site Plan Application, Industrial Avenue

Karen Cronier provided an overview of the report. Ms. Cronier explained the property has a frontage of 65.36 metres along Industrial Avenue and an overall lot area of 0.771 ha. The applicant is proposing to construct a contractor’s office/shop and associated accessory structures which is permitted under the zoning by-law.

**Moved by James Carmody**

**Seconded by Tom Mohns**

That Council grants final approval to the site plan for Frank’s Electric on condition that the Owner enters into a site development agreement with the Town prior to any construction occurring on site.

**Carried**

### 4. PL-22-2021 – Lapointe Vehicle Storage Units Site Plan Application, 137 Industrial Avenue

Karen Cronier provided an overview of the report. Ms. Cronier explained the proposal includes the addition of two new mini-storage buildings that are to be used specifically for vehicle storage.

**Moved by Matthew McLean**

**Seconded by Murray Rutz**

That Council grants site plan approval for a Vehicle Storage Facility at 137 Industrial Avenue on condition that the applicant enter into a site development agreement with the Town.

**Carried**

5. PL-23-2021 – Zoning By-law Amendment Application, Rowan, 21 Louise Street, Part of Mill Site No.1 and Part of Public Square Plan 25

Karen Cronier provided an overview of the report. Ms. Cronier explained the purpose and effect of the zoning by-law amendment is to rezone a 320 square metre parcel of land from Open Space (OS) to Residential One (R1) to permit the existing accessory garage to continue once the land is transferred from the Town to the abutting property owner.

A public meeting is expected to be scheduled for early November. The report was received for information

6. PL-24-2021 – Zoning By-law Amendment Application, Ryan and Edward Mielke, Black Bay Road, Part of Lot 6, Concession 7

Karen Cronier provided an overview of the report. Ms. Cronier explained the purpose and effect of the zoning by-law amendment is to rezone the lands in Consent Application B33/21 from Rural-Exception Five (RU-E5), and the lands to be enlarged in Consent Application B33/21 from Residential One (R1) to a new exception zone, that being Residential One-Exception Fifty-Five (R1-E55) so the entire enlarged lot will be within the same zone designation.

A public meeting is expected to be scheduled for early November. The report was received for information.

7. PL-25-2021 – Comprehensive Zoning By-law Review and Update

Karen Cronier provided an overview of the report. Ms. Cronier stated that two open houses were held on September 15, 2021 for residents to stop by to have any questions answered about the proposed changes to the comprehensive zoning by-law.

The statutory public meeting has been scheduled for October 4, 2021 at the Petawawa Civic Centre.

**Moved by Murray Rutz**

**Seconded by Theresa Sabourin**

That Council supports the amendments noted in report PL-25-2021 and the subsequent revisions to the Comprehensive Zoning By-law.

**Carried**

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

Received for information.

**Closed Meeting**

There was no closed meeting.

**Adjournment**

**Moved by Gary Serviss**

**Seconded by Tom Mohns**

That the meeting be adjourned.

**Carried**

The meeting adjourned at 8:19 p.m.

Signature of the Clerk (Original Signed)