



**Town of Petawawa**  
**Council-In-Committee Meeting Minutes**  
**April 22, 2024 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, Director of Legislative Services/Clerk  
Peter Simcisko, Managing Partner, Watson & Associates Economists Ltd.  
Matt Bouroukis, Senior Consultant, Watson & Associates Economists Ltd.  
Christine Leon, Director of Finance/Treasurer  
Christine Mitchell, Economic Development Manager  
Chris Mantha, Director of Public Works  
Karen Cronier, Director of Planning and Development  
Dawn Recoskie, Public Works, and Fire Services Coordinator  
Melanie Scheer, Senior Planner  
Tyler Duncan  
Allison Duncan  
Chuck Omdal  
Jack Lapierre  
Chico Traclet  
Greg Tatton  
Daniel Whitman  
Karen Mason

Emma Butler, myFM

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

### **Land Acknowledgement**

The land acknowledgement including a Truth and Reconciliation Commission Call to Action was read.

### **Disclosure of Pecuniary Interest**

There were no disclosures of pecuniary interest.

### **Presentation**

1. Development Charges Background Study – Peter Simcisko, Managing Partner, and Matt Bouroukis, Senior Consultant, Watson & Associates Economists Ltd.

Mayor Serviss welcomed Peter Simcisko and Matt Bouroukis from Watson & Associates Economists Ltd.

Mr. Simcisko explained the purpose of Development Charges (DC) is to recover the capital costs associated with residential and non-residential growth within a municipality. Mr. Simcisko stated that the Town of Petawawa Development Charges By-law 1280/19 came into effect on July 19, 2019. Mr. Simcisko reported the updated study has been prepared to amend the Town's current by-law to reflect recent amendments to the DC recoverable costs, changes to the timing of calculation and collection of development charges and statutory exemptions, and update capital estimates within Water and Wastewater services. Mr. Simcisko highlighted the comparison of current and calculated rates and the Town's position relative to other area municipalities.

Mr. Simcisko reported the next steps would be to publish the Development Charges Study by May 8, 2024, on the Town's website and draft an amending DC by-law available to the public, as well as hold a Public Meeting on June 17, 2024. Mr. Simcisko stated that Council approval and adoption is scheduled for July 8, 2024.

Council discussion occurred with several questions directed to Mr. Simcisko regarding the summary of the draft findings and projections.

Mayor Serviss, on behalf of Council, thanked Mr. Simcisko and Mr. Bouroukis for their thorough presentation.

### **Finance and Management**

1. FIN-06-2024 – 2024 Year to Date Financial Results

Christine Leon, Director of Finance, provided an overview of the report.

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

That this report be accepted as information.

**Carried**

**Public Works**

1. Monthly Report – March 2024

Mayor Serviss took a moment to acknowledge the achievements of Chris Mantha, Director of Public Works, on his Certified Management Level 3 completion.

Chris Mantha provided an overview of the monthly report. Mr. Mantha reported on upcoming projects such as the public works office expansion and upcoming tender process, Wolfe Avenue and Portage Road construction and the urbanization of Murphy Road, which is scheduled to go out for tender later this week. Mr. Mantha also reported that the Comfort Station is on budget, and it is scheduled to be completed on time.

**Moved by Murray Rutz**  
**Seconded by James Carmody**

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

**Carried**

2. PW-11-2024 – Off-Road Vehicle By-law 1597/23 – Proposed Phase 2 Resident Survey and Road Network Field Review

Chris Mantha provided an overview of the report.

Councillor Lisa Coutu put forth a motion to defer approval of Off-Road Vehicle access to all five (5) proposed designated ORV routes until such time that further consultation occurs, and a lighting survey is conducted on these rural municipal roads. There was no seconder for the motion.

**Moved by James Carmody**  
**Seconded by Karen Donovan**

That Council approves Off-Road Vehicle access to all five (5) proposed designated ORV routes on rural municipal roads without sidewalks or curbing.

And

That an amendment to the Off-Road Vehicle By-law 1597/23 be brought forward for formal adoption at a future meeting of Council.

A recorded vote was requested by Councillor Lisa Coutu.

<b>Name</b>	<b>For</b>	<b>Against</b>
Gary Serviss	X	
Theresa Sabourin	X	
James Carmody	X	
Lisa Coutu		X
Karen Donovan	X	
Murray Rutz	X	
<b>Carried 5 to 1</b>		

3. PW-12-2024 – Petawawa Wastewater System 2023 Annual Report

Chris Mantha provided an overview of the report.

**Moved by James Carmody**

**Seconded by Murray Rutz**

That the Petawawa Wastewater System 2023 Annual Report be accepted as presented.

**Carried**

**Economic Development**

1. Monthly Report – March 2024

Christine Mitchell, Economic Development Manager, provided an overview of the monthly report. Ms. Mitchell highlighted recent business development activities, partner engagements, programs, projects, and events realized over the month of March. Ms. Mitchell reported on the successful Grand Opening of Thai Valley Restaurant and the successful recruitment of Rudy Kadlec as the Town's new Economic Development Officer.

**Moved by Karen Donovan**

**Seconded by Theresa Sabourin**

That the Economic Development monthly report for March be accepted as information.

**Carried**

2. ED-01-2024 – Community Improvement Plan for 1727 Petawawa Boulevard

Christine Mitchell provided an overview of the report.

**Moved by Murray Rutz**

**Seconded by Lisa Coutu**

That Council, under the Community Improvement Plan adopted by By-law 1441/21, enter into the necessary funding agreement with the applicant and property owner Falguni Patel for the following CIP financial incentive program:

- Up to \$5,000.00 under the Building Façade Improvement Grant
- Up to \$5,000.00 under the Parking Area and Landscape Improvement Grant

**Carried**

### **Planning and Development**

1. **Monthly Report – March/April 2024**

Karen Cronier, Director of Planning and Development, provided an overview of the monthly report. Ms. Cronier highlighted the active subdivisions, Zoning By-law amendments, site plan reviews, and the Official Plan update. Ms. Cronier was happy to report on the successful recruitment of Melanie Scheer as the Town’s new Senior Planner.

**Moved by Lisa Coutu**

**Seconded by James Carmody**

That the Planning and Development monthly report for March/April be accepted as information.

**Carried**

2. **Building Activity Monthly Report – March 2024**

Karen Cronier presented the monthly report.

**Moved by Karen Donovan**

**Seconded by Theresa Sabourin**

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

**Carried**

3. **PL-09-2024 – Site Plan Application – Upper Ottawa Valley Veterinary Professional Corporation, Part of Lot 22, Concession 5, being Part 1 on Plan 49R-20223, Water Tower Road**

Karen Cronier provided an overview of the report.

**Moved by Murray Rutz**

**Seconded by Karen Donovan**

That Council support site plan approval for the Upper Ottawa Valley Veterinary Professional Corporation on the following conditions:

- That the Owner obtains a zoning by-law amendment for the use and reduced frontage requirements for the development;
- That the Owner enters into a site development agreement with the Town and;
- That the transfer of lands is completed in accordance with the declaration of surplus lands.

**Carried**

4. PL-10-2024 – Lifting Part Lot Control, Block 5, Plan 49M-118, Samantha Crescent

Karen Cronier provided an overview of the report.

**Moved by Lisa Coutu**

**Seconded by Theresa Sabourin**

That Council enacts a part lot control exemption by-law for Block 5 on Plan 49M-118, to expire two years from the date of its passing.

**Carried**

5. PL-11-2024 – Site Plan Application – 1000355221 Ontario Inc. (William Sons), Part of Lot 22, Concession 5, being Part 1 on Plan 49R-20051, Water Tower Road

Karen Cronier provided an overview of the report.

**Moved by Murray Rutz**

**Seconded by James Carmody**

That Council support site plan approval for 1000355221 Ontario Inc. (William Sons) on condition that the Owner enters into a site development agreement with the Town and the transfer of lands is completed in accordance with the declaration of surplus lands.

**Carried**

6. PL-12-2024 – Site Plan Application – Public Works Garage Office Addition, Black Bay Road

Karen Cronier provided an overview of the report.

**Moved by Murray Rutz**

**Seconded by Lisa Coutu**

That Council support site plan approval for the Public Works Garage Office Addition on condition that a minor variance is obtained.

**Carried**

7. PL-13-2024 – Zoning By-law Amendment Application – H & H Construction Inc., Part of Lot 20, Concession 4, Doran Road

Karen Cronier provided an overview of the report.

This report has been provided for information purposes only. A public meeting for the zoning by-law amendment application has been scheduled for Tuesday, May 21, 2024.

8. PL-14-2024 – Applications for Consent B102/23(1), B103/23(2) and B104/23(3), James W. Lapointe Motor Holdings Inc., Part of Lots 17 and 18, Concession 1, Barron Canyon Road

Karen Cronier provided an overview of the report.

This report has been provided for information purposes only. Comments have been provided to the County of Renfrew.

### **General Matters**

There was nothing to report.

### **Closed Meeting**

**Moved by Murray Rutz**

**Seconded by Karen Donovan**

That the meeting be closed pursuant to Section 239 (2) (c) of the *Municipal Act, 2001, S.O. 2001, c.25*, as amended, to discuss a proposed or pending acquisition or disposition of land by the municipality or local board.

**Carried**

Council went into closed session at 8:34 p.m.

Council reconvened to open session at 9:21 p.m.

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

A closed meeting was held. Council discussed the retention or disposition of Town owned Murphy Road property and the disposition price for available Industrial Park lands.

Council voted on the following resolutions in open session:

**Moved by Lisa Coutu**

**Seconded by Murray Rutz**

That Council approves a fee of \$15,000.00 per acre for prime lands and a fee of \$10,000.00 per acre for buffered lands for the remaining Industrial Park lands and formalize a practice and true value of the available monies in the Industrial Park reserve.

**Carried**

**Moved by Lisa Coutu**

**Seconded by Karen Donovan**

That Council directs staff to sell the municipal surplus Town-Owned Murphy Road property, described as part of Lot 15, Concession 6, as per the Town's municipal process, with consideration of the most recent appraisal and intended land use.

**Carried**

**Adjournment**

**Moved by Karen Donovan**

**Seconded by Murray Rutz**

That the meeting be adjourned.

**Carried**

The meeting adjourned at 9:26 p.m.

Signature of the Clerk (Original Signed)