



Town of Petawawa
Council-In-Committee Meeting Minutes
June 24, 2024 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:

Scott Randolph, CAO
Colin Howard, Director of Legislative Services/Clerk
Melanie Sheer, Director of Planning and Development
Christine Mitchell, Manager of Economic Development
Chris Mantha, Director of Public Works
William Coutu
Colton Kyle

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.

Presentations

There were no presentations.

Economic Development

1. Monthly Activity Report – May 2024

Christine Mitchell, Manager of Economic Development provided an overview of monthly report. Ms. Mitchell highlighted recent business development activities, partner engagements, programs, projects, and events realized over the month of May.

Moved by Theresa Sabourin

Seconded by James Carmody

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

Carried

2. ED-06-2024 Community Improvement Plan for 1716 Petawawa Boulevard

Christine Mitchell provided an overview of the report.

Moved by Murray Rutz

Seconded by Adam Driscoll

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

- Up to \$5,000 under the Building Façade Improvement Grant; and
- Up to \$5,000 under the Signage Grant.

Carried

3. ED-07-2024 Community Improvement Plan for 10 Canadian Forces Drive, Unit 5

Christine Mitchell provided an overview of the report.

Moved by Lisa Coutu

Seconded by James Carmody

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

- Up to \$5,000 under the Signage Grant, and
- Up to \$5,000 under the Accessibility Improvement Grant.

Carried

4. ED-08-2024 Community Improvement Plan for 3351 Petawawa Blvd, Unit 4

Christine Mitchell provided an overview of the report.

Moved by Murray Rutz

Seconded by Theresa Sabourin

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

- Up to \$5,000 under the Signage Grant.

Carried

5. ED-09-2024 Community Improvement Plan for 3221 Petawawa Blvd.

Christine Mitchell provided an overview of the report.

Moved by Adam Driscoll

Seconded by Murray Rutz

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

- Up to \$5,000 under the Building Façade and Improvement Grant.

Carried

Planning and Development

1. Monthly Activity Report – June 2024

Melanie Scheer, Director of Planning and Development, provided an overview of the monthly report. Ms. Scheer highlighted the active subdivisions, Zoning By-law amendments, site plan reviews, and the Official Plan update. Ms. Scheer reported that a site plan agreement is not required per the Site Plan Control By-law for parking lot and pathway improvements to Our Lady of Sorrows school. Ms. Scheer also reported that the Town's two new Senior Planners have both agreed to commence employment in mid-July.

Moved by Murray Rutz

Seconded by Karen Donovan

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

Carried

2. Building Activity Monthly Report – May 2024

Melanie Scheer provided an overview of the monthly report.

Moved by Theresa Sabourin

Seconded by Lisa Coutu

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

Carried

3. PL-19-2024 – Lifting Part Lot Control, Part of Block 48, Plan 612, Wilson Avenue
Melanie Scheer provided an overview of the monthly report. Ms. Scheer reported that the application seeks exemption from part lot control to enable the division of land to create parcels conveyable as separate ownerships for nine (9) single detached residential lots on two separate parcels of land. Ms. Scheer confirmed the lifting of part lot control on subject lands and the proposed by-law will enable the sale of the subject residential units in a manner that fully complies with the Official Plan and Zoning By-law and is considered appropriate for the orderly development of these lands.

Received for information.

Public Works

1. Monthly Report – May 2024

Chris Mantha, Director of Public Works, provided an overview of the report. Mr. Mantha reported on the public works office expansion and that construction commenced on June 6, 2024. Mr. Mantha also reported that the Comfort Station has now reached substantial completion with just security system installations and civil works remaining, that will be completed by the Public Works department and contracted services where required.

Moved by Murray Rutz

Seconded by Karen Donovan

That the Public Works activity report May be accepted as information.

Carried

2. PW-20-2024 – Tender PW-02-2024, Repairs to Grit Tank #2 at Petawawa WWTF

Chris Mantha provided an overview of the report.

Moved by Lisa Coutu

Seconded by James Carmody

That Council cancels Tender PW-02-2024, Repairs to Grit Tank #2 at Petawawa Wastewater Treatment Facility.

Carried

General Matters

There were no items for General Matters.

Closed Meeting

There were no items for Closed.

Adjournment

Moved by Theresa Sabourin

Seconded by Karen Donovan

That the meeting be adjourned.

Carried

The meeting adjourned at 7:15 p.m.

Signature of the Clerk (Original Signed)