



Town of Petawawa
Council-In-Committee Meeting Minutes
May 27, 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
Christine Mitchell, Economic Development Manager
Karen Cronier, Director of Planning and Development
Melanie Scheer, Senior Planner
Chris Mantha, Director of Public Works
Dawn Recoskie, Public Works and Fire Services Coordinator
Mavis Tetlock
Hilda Young
Bruce Hanna
Joan Behnke
Andrea Schellenberg
Gord Schellenberg
Jim Blackmore
Ralph Storie
Colton Kyle
Lynn Davenport
Kevin Holm
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.

For Council's information, after consultation with the CAO, item #2 under Public Works will be removed from this evening's agenda and be brought back for discussion at a future meeting.

Presentation

1. Closure of Garrison Facility – Petawawa Golf Club and Banquet Hall – Mavis Tetlock

Mayor Serviss welcomed Mavis Tetlock.

Ms. Tetlock provided an overview of her presentation, commenting on the impacts and negative side effects that would be a result of the possible closure of the Petawawa Golf Club and Banquet Hall. Ms. Tetlock highlighted the impact the closure would have on the physical, social, and mental health of the Garrison military, the civilian personnel, local businesses as well as the economic future of the Town.

Council discussion occurred with several comments directed to Ms. Tetlock regarding her concerns over the closure of the Petawawa Golf Club and Banquet Hall. Council indicated to Ms. Tetlock that they will work with Garrison Petawawa, and where possible, support the continued operation of the Petawawa Golf Club and Banquet Hall.

Mayor Serviss, on behalf of Council, thanked Ms. Tetlock for her thorough presentation.

Economic Development

1. Monthly Report – April 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 April. Ms. Mitchell reported she attended a meeting on April 3, 2024, with Law and Orders to discuss their business relocation and permits and another meeting on April 12, 2024, with Jimmy Lapointe to discuss Wolfe Plaza development. Ms. Mitchell also reported that two new 7 x 7 containers were recently installed at the Petawawa Container Market, and she commented on an upcoming event scheduled to occur during the 3rd Annual Culture Connect to be held on June 22,

2024, at the Container Market along with a Cricket 101 Clinic and Match featuring the Ottawa Tuskers.

Moved by Murray Rutz

Seconded by Karen Donovan

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

Carried

2. ED-04-2024 – Community Improvement Plan for 1945 Petawawa Boulevard

Christine Mitchell provided an overview of the report.

Moved by Theresa Sabourin

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 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 Accessibility Grant, and
- Up to \$5,000.00 under the Signage Grant

Carried

3. ED-05-2024 – Community Improvement Plan for 14 Canadian Forces Drive, Unit 2

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 \$5,000.00 under the Signage Grant

Carried

Planning and Development

Mayor Serviss took a moment to acknowledge and congratulate Karen Cronier, Director of Planning and Development, on her amazing 18-year career with the Town of Petawawa and her upcoming retirement.

Karen Cronier remarked on her incredible 18-year municipal career in Petawawa, and she thanked all past and present Councillors and staff she has had the pleasure to work with during her tenure.

1. Monthly Report – May 2024

Karen Cronier 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 reported on the transition of the role of Community Emergency Management Coordinator (CEMC) to Craig Proulx, Acting Fire Chief, as this role will no longer be reported as part of the Director of Planning and Development job description moving forward.

Moved by James Carmody

Seconded by Lisa Coutu

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

Carried

2. Building Activity Monthly Report – April 2024

Karen Cronier presented the monthly report.

Moved by Murray Rutz

Seconded by Adam Driscoll

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

Carried

Melanie Scheer, Senior Planner, took a moment to thank Karen Cronier for her time spent collaborating and assisting Melanie with the transition into her new role as the new Director of Planning and Development and she congratulated Karen on her upcoming retirement.

3. PL-18-2024 – Zoning By-law Amendment, Jp2g Consultants Inc. (agent) for Richard and Diana Dawe (owner), Part of Lot 3, Range B, Biesenthal Road

Melanie Scheer provided an overview of the report. Ms. Scheer reported that the purpose and effect of the amendment is to rezone the subject lands to separate the existing dwelling from the existing kennel to facilitate the sale of the kennel. Ms. Scheer commented that the proposed rezoning fulfills the conditions of consent for B184/22 and allows the current owners to retire in their existing dwelling while transferring ownership of the kennel business to permit its continued operation.

This report has been provided for information purposes only. A public meeting for the zoning by-law amendment application has been scheduled for June 17, 2024.

Public Works

1. Monthly Report – April 2024

Chris Mantha, Director of Public Works, provided an overview of the monthly report. Mr. Mantha reported on the award of tender for the public works office expansion and provided an update on construction projects for Wolfe Avenue and Portage Road construction, the Comfort Station construction and substantial completion by the end of May, and the award of tender for the urbanization of Murphy Road.

Moved by Murray Rutz

Seconded by James Carmody

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

Carried

2. PW-17-2024 – Award of Tender PW-07-2024, One (1) Articulated Four Wheel Drive Front End Loader

The report was deferred due to a correction required within the report. Staff are to report back to Council at a future meeting.

3. PW-18-2024 – Sustainability Plan – Community Transportation Program

Chris Mantha and Dawn Recoskie, Public Works Coordinator, provided an overview of the report.

Moved by Murray Rutz

Seconded by Karen Donovan

That Council provided direction to staff on how to proceed with the Community Transportation Program following the close of the MTO Community Transportation Grant Program on March 31, 2025, by supporting the continued operation of the Community Transportation Program through a partnership with Carefor Health and Community Services.

Carried

General Matters

There was nothing to report.

Closed Meeting

There was no closed meeting.

Adjournment

Moved by Karen Donovan

Seconded by Adam Driscoll

That the meeting be adjourned.

Carried

The meeting adjourned at 7:40 p.m.

Signature of the Clerk (Original Signed)