



## Minutes

**In-Person Meeting, Petawawa ON**

**February 6, 2024**

**Present:**

Richard McNish  
Jillian McLellan  
Cindy Sell  
Murray Rutz  
Jamie Moody  
Christina Schramm  
Zoe Nolan

**Regrets:**

Val Hyska  
Gerald Hoffman  
William Grandy

**Also Present:**

Christine Mitchell

## Welcome and Introductions

Chair Richard McNish called the meeting to order at 9:11 am.

## Approval of Agenda

Moved by Jamie Moody

Seconded by Murray Rutz

That the agenda for the February 6, 2024, meeting of PBAN be approved.

**Carried**

## Disclosure of Pecuniary Interest

There were no disclosures of pecuniary interest.

## Approval of Minutes

Moved by Jamie Moody

Seconded by Jill McLellan

That the minutes of January 16, 2024, be approved.

**Carried**

## Old Business

### 1. Business General

E-News posts were circulated to registered businesses on February 5, 2024. The link was posted to the PBAN social media pages and is available here: [Business E-News - The Town of Petawawa](#)

The following programs, grants, and resources are available to businesses and affiliate organizations.

New

- I. **Ontario's Rural Economic Development (RED) Program:** RED provides cost-share funding to support activities that create strong rural communities in Ontario and opens doors to rural economic development, by funding projects that: address barriers to economic development, better position rural communities to attract or retain investment, address labour force development challenges, build rural community, capacity to attract, retain and expand businesses, renew community assets to drive economic development, support economic growth through regional partnerships. The deadline to apply is February 21<sup>st</sup>. For more information on the grant [Rural Economic Development \(RED\) Program Guidelines | ontario.ca](#)
- II. **New Tourism Growth Program:** This FedDev grant program provides funding for eligible tourism and experience projects. Learn more about the program at [Tourism Growth Program in southern Ontario \(canada.ca\)](#). The first intake deadline is February 29, 2024.
- III. **Green Construction through Wood (GCWood) Program:** The GCWood program encourages using innovative wood-based building technologies in construction projects. The third intake deadline for applications is March 31, 2024. For all program details go to [Green Construction through Wood \(GCWood\) Program \(canada.ca\)](#)
- IV. **Business Sustainability Program - MyMainStreet:** This stream will provide non-repayable contributions of up to \$20,000 in direct-to-business funding to support productivity enhancements for up to 325 brick-and-mortar businesses located on main streets across southern Ontario. Applications will open on February 15, 2024. For more details here [Business Sustainability Program - My Main Street](#)
- V. **Canada Digital Adoption Program (CDAP):** Do you own a small or medium-sized Canadian business? Get a grant and access to expert advice to increase online sales, reduce costs, better manage inventory, and more. For more information, visit: [Canada Digital Adoption Program \(CDAP\) | Official site](#)

- VI. **Renfrew County Community Development Fund:** The Renfrew County Community Development Fund provides non-repayable funding to support community economic development projects up to 50% of eligible project costs to a maximum of \$4,000. The grant supports projects that address strategic economic development priorities; support the business community; have a significant, measurable impact; demonstrate collaboration with community economic development partners; support community capacity for economic development. Projects must be completed by March 31, 2024. For more information, visit [Financing / Funding - RCCFDC — Renfrew Country Community Futures Development Corp](https://www.rccfdc.ca/)
- VII. **Tourism Workforce Sustainability Program:** Expand and diversify your tourism workforce by offering the Ontario Living Wage and get a wage top-up for up to six months. For more information, visit: [Tourism Workforce Sustainability Program \(tiaontario.ca\)](https://tiaontario.ca/)
- VIII. **Apprentice Funding:** Help build your future workforce. The Canadian Apprenticeship Service is offering up to \$20,000 in help right now. [CAS \(apprenticesearch.com\)](https://cas.apprenticesearch.com/)
- IX. **Recreation Master Plan:** Open House February 8<sup>th</sup> at the Civic Centre 6:30 – 8:30.

## Resources

- X. **Ontario Funding Opportunities:** [Available funding opportunities from the Ontario Government | ontario.ca](https://www.ontario.ca/page/available-funding-opportunities)
- XI. **Renfrew County Community Futures Development Corporation:** Funding program information: [Financing / Funding - RCCFDC — Renfrew Country Community Futures Development Corp](https://www.rccfdc.ca/)
- XII. **Enterprise Renfrew County:** Sponsorship Program Opportunity
- XIII. **Community Improvement Plan (CIP):** Applicants interested in learning more about this local matching fund program, which provides for building improvement works, should review the material provided on the municipal website at [Community Improvement Plan \(CIP\) - The Town of Petawawa.](https://www.petawawa.ca/Community-Improvement-Plan-(CIP)-The-Town-of-Petawawa)

## Returning Business

### 1. First Impressions Community Exchange Program

This OMAFRA program is an opportunity to get data on how newcomers to our region experience, see, and navigate our town. We will be conducting this exchange with North Grenville. The month of June has been set for our teams to collectively complete the exchange. The findings of this exercise will be part of a follow-up report that is shared with both communities that can help direct priorities that will increase community economic attractiveness.

## 2. Business Retention & Expansion Programs

The Rural Economic Development RED applications have opened. An application will be submitted to this grant program for the planned Business Retention and Expansion (BR&E) project. PBAN supports this undertaking as identified in Council's 2023-2025 Strategic Plan.

## 3. Petawawa Letter Sign Project

The budget associated with this project has been approved. Further work on the location and site planning is ongoing.

## 4. Petawawa Container Market- Kiosks

This item was tabled.

## 5. Public/Private Property Special Events Checklist

Materials were reviewed and discussed direction was given and a checklist is planned to be available for May 2024.

## Correspondence

No communication was received.

## Information (Business Openings/Milestones/Celebrations)

- Zaffran is relocating to Petawawa at 3025 Petawawa Blvd.
- White Feather Tattoo is leaving 2147 Petawawa Blvd. and joining Eterna in Pembroke.

## Events

### 1. Upcoming Events, Workshops and Opportunities

- February 8: **Tax Prep for Corporations with CRA** - free, virtual workshop from 1-3 p.m. hosted by Enterprise Renfrew County. [Tax Prep for Corporations with a CRA Liaison Officer \(typeform.com\)](#)
- February 13: **HST Tax Information** - Free, virtual workshop from 10:30 a.m.-12 p.m. hosted by Enterprise Renfrew County. [General Tax Information Small Businesses with Seguin Financial \(typeform.com\)](#)
- February 22: UOVCC AGM and Conference – In-person session from 1 -5 p.m. hosted by the Upper Ottawa Valley Chamber of Commerce. [2024 Annual General Meeting & Conference \(upperottawavalleychamber.com\)](#)
- February 26: The Future of Work – AI – in person or virtual at Algonquin College 11:00 am – noon hosted by Labour Market Group [The Future of Work - Artificial Intelligence Tickets, Mon, 26 Feb 2024 at 11:00 AM | Eventbrite](#)

Save the Dates:

- February 23 – March 3<sup>rd</sup>: **Cabin Fever** hosted by the Town of Petawawa

- March 8: International Women's Day lunch hosted by the UOVCC [2024 International Women's Day Lunch \(upperottawavalleychamber.com\)](https://upperottawavalleychamber.com)
- April 20 & 21: **Ottawa Valley Sports Show and Conference** hosted by Evernew Recovery and Rehabilitation and Ottawa Valley Sports (OVS) The event is hosted at the Best Western Pembroke Inn and Conference Centre. [Ottawa Valley Sports Show & Conference - Ottawa Valley Sports](https://ottawavalley.com/sports-conference-ottawa-valley-sports)
- April 26-28: **Petawawa Showcase** hosted by Gallant Media [Home - SHOWCASE in Petawawa](https://gallantmedia.ca/home-showcase-in-petawawa)
- May 31: **Fundraising 9 & Dine Golf Tournament** [Class of '24 Fundraiser Golf Tournament \(upperottawavalleychamber.com\)](https://upperottawavalleychamber.com/class-of-24-fundraiser-golf-tournament)
- September 28: **Business Excellence Awards Gala** hosted by the UOVCC [2024 UOVCC Business Excellence Awards Gala \(upperottawavalleychamber.com\)](https://upperottawavalleychamber.com/2024-uovcc-business-excellence-awards-gala)

## 2. Petawawa Ramble

This item was tabled.

## 3. Veteran Business Expo

The date is set for November 9<sup>th</sup> and the hall has been booked.

## 4. Christmas Outdoor Market

A proposal was made for a military foundation to be the recipient of this year's fundraising efforts. Music and other engagements were also discussed.

## Round Table

Jamie indicated that the pool at the Quality Inn and Suites has been repaired and is back and operational. This amenity is a key asset for guest experience as well as community health partners who have agreements to utilize the pool for their clients.

Murray spoke about the adoption of an aggressive and exciting 2024 budget with several innovative projects. Murray is excited to see the Petawawa Letter Sign project advance and see the proposed improvements to infrastructure.

Zoe indicated that she was working towards the reopening of Mount Molson on March 28<sup>th</sup>. New ice cream flavours and a cream soda float will be additions to the menu.

Christina spoke about her experience and impressions during her conference trip to North Carolina. Christina spoke about the impact of the CFMWS strike.

Cindy spoke about listing the commercial property at 2265 Petawawa Blvd. Gearheads business remains for sale but has had inquiries. Cindy indicated that there were 11 home sales in Petawawa in January with an average price of 487,793.

Richard indicated that his business is experiencing typical sales for this time of year. He is planning engagements and additional product launches for 2024.

## **Adjournment**

The meeting adjourned to the call of the Chair at 11:05 am. The next meeting will be March 5, 2024.