

TOWN OF PETAWAWA

COUNCIL-IN-COMMITTEE

Present:

Mayor Bob Sweet	Deputy Mayor Tom Mohns
Councillor James Carmody	Councillor Frank Cirella
Councillor Treena Lemay	Councillor Murray Rutz
Councillor Theresa Sabourin	

Also Present:

Mitch Stillman	Dawn Recoskie
Randy Mohns	Christine Mitchell
Cyndi Phillips McCann	Karen Cronier
David Unrau	Bruce Wedlock
Margaret Wedlock	Paul Ballantyne
Alice Ballantyne	Ed Chow
Brian Whitehead	Terry Waito
Frank Durant	Marc St. Jean
Dustin Hoffman	Lisa Edmonds
Sean Chase	Mike Giardini
Cyndi Mills	Ashley Thomson

The Council-in-Committee meeting was opened by the Mayor.

DISCLOSURE OF PECUNIARY INTEREST

Councillor Theresa Sabourin declared a pecuniary interest with respect to Report #PL-28-13 – Application for Site Plan Approval – Mr. & Mrs. Edwin Chow.

Councillor James Carmody declared a pecuniary interest with respect to Report #PL-25-13 – Portage Road Subdivision – Letter of Response to Public Concerns; Report #PL-26-13 – Portage Road Subdivision – Red Line Draft Plan; and Report #PL-27-13 – Consent Application B96/13 – Portage Road Subdivision – H&H Construction.

PRESENTATIONS

There were no presentations.

BUILDING DEPARTMENT

1. Activity Report – July 2013
2. Activity Report – August 2013

Randy Mohns, Chief Building Official, presented the monthly reports for July and August 2013.

MOVED BY: Murray Rutz
SECONDED BY: Theresa Sabourin

That the Building Department monthly reports for July and August be accepted as information.

CARRIED

ECONOMIC DEVELOPMENT

1. Activity Report – August/September 2013

Christine Mitchell, Economic Development Assistant, presented the monthly report. She reported that the ground breaking ceremony for the new Northern Credit Union took place on September 12th and the unveiling of the Coureur de Bois Statue at the intersection of Laurentian Drive and Petawawa Boulevard took place on September 19th.

MOVED BY: Frank Cirella
SECONDED BY: James Carmody

That the Economic Development monthly report for August/September 2013 be accepted as information.

CARRIED

2. ED-09-13 – VIC Operations 2013 – Pilot Project Review

Christine Mitchell provided an overview of her report. Discussion took place regarding the 98% score the Visitor Information Centre (VIC) received through the Ontario Highlands Tourism Organization (OHTO) mystery shop program. Discussion also took place regarding the possibility of tracking whether visitors are staying overnight in Petawawa or just traveling through the area.

MOVED BY: James Carmody
SECONDED BY: Frank Cirella

- 1) That Council continues to operate a Visitor Information Centre (VIC) located in the corridor between the Civic Centre and the Petawawa Public Library.
- 2) That the VIC operations be supported by saleable merchandise that can aid in the funding of the resource.
- 3) That the VIC continues to partner with OVTA and OHTO to facilitate customer service training and site support facilitation.
- 4) That additional directional signage along County roads is added.
- 5) That Council authorizes staff to make a request for a student grant under the Canadian Summer Student Program closing January 10, 2014 as well as requesting a summer incentive grant through the Rural Summer jobs program.

CARRIED

3. ED-10-13 – I Love Petawawa Campaign

Christine Mitchell provided an overview of her report. Discussion took place regarding the I Love Petawawa logo; the CAO/Clerk was directed to investigate copyrighting the slogan and the logo.

MOVED BY: Theresa Sabourin

SECONDED BY: Murray Rutz

That Report ED-10-13 be accepted as information.

CARRIED

4. ED-11-13 – Tourism Destination Development Action Plan

Cyndi Phillips McCann, Economic Development Coordinator, provided an overview of her report. Discussion took place regarding Garrison Petawawa and how to encourage their involvement in tourism. Discussion also took place regarding local golf courses and using this type of recreational pursuit as a draw for tourists as well.

MOVED BY: Murray Rutz

SECONDED BY: James Carmody

That Council adopts the 2013 Tourism Destination Development Action Plan.

That Council endorses the following recommendations contained within the plan:

- a) Support broader-context tourism development by embracing a GPA mindset;
- b) Establish a GPA Mountain Bike Tourism working group;
- c) Focus on positioning the GPA as destination with trail/flat water assets through attracting competitions;
- d) Continue to pursue the development of tourism related activities at Garrison Petawawa; and
- e) Continue the operation of the Petawawa Civic Centre VIC.

CARRIED

Mayor Bob Sweet and Deputy Mayor Tom Mohns thanked Christine Mitchell for her dedication and enthusiasm to her position as Economic Development Assistant over the last year and wished her well in her future endeavours.

PLANNING

1. Activity Report – August 2013

Karen Cronier, Planning Coordinator, presented her monthly report.

MOVED BY: Frank Cirella

SECONDED BY: Tom Mohns

That the Planning and Emergency Planning monthly report for August be accepted as information.

CARRIED

2. PL-21-13 – Highland Park Subdivision Phase 5 – Extension of Draft Approval

Karen Cronier provided an overview of the extension of draft approval.

MOVED BY: Tom Mohns

SECONDED BY: Theresa Sabourin

That Council supports the extension of Draft Approval for the Highland Park Subdivision as requested.

CARRIED

3. PL-22-13 – Zoning By-law Amendment – Briarwood Subdivision

Karen Cronier provided an overview of the zoning by-law amendment. Ms. Cronier reported that the purpose and effect of the zoning by-law amendment is to rezone ten existing residential lots and one Town owned parcel of land. The rezoning will recognize the existing use of single detached dwellings on some of the lots and permit future detached dwellings on any vacant remaining lots. The amendment is to rezone the subject lands from Development (D) to Residential One (R1). The report was received for information.

4. PL-23-13 – Consent Application B83/13 – Lot Addition Pitzner Road– Colleen Hawkins

Karen Cronier provided an overview of the consent application. Ms. Cronier reported that the purpose and effect of the application is to sever a 0.165 acre parcel of land to be added to an adjacent 0.385 acre parcel of land. The applicant wishes to use both properties for residential uses. The properties are designated Rural under the Official Plan and zoned Rural (RU); the lot addition will create a more uniform lot configuration whereby the new lot will meet the minimum requirements of the Zoning By-law for both lot area and frontage and the retained lot will be reduced so that the lot frontage will be 20 metres whereas the minimum requirement is 30 metres. Ms. Cronier advised that a zoning by-law amendment will be required in order to address the reduced lot frontage.

MOVED BY: Murray Rutz
SECONDED BY: Frank Cirella

That Council supports the approval of application B83/13 on the condition that the applicant obtains a Zoning By-law Amendment for the reduced frontage on the retained parcel.

CARRIED

5. PL-24-13 – Severance Application B75/13 – Eichstaedt Road/Black Bay Road – Kelly & Tanya Gorr

Karen Cronier provided an overview of the severance application. Ms. Cronier reported that the purpose and effect of the application is to sever a 2.12 acre parcel of land to be used for residential purposes. The subject property is designated Mineral Aggregate under the Official Plan. Ms. Cronier advised that the uses permitted within the Mineral Aggregate designation includes pits and quarries along with associated manufacturing uses; new residential lots are not permitted within the Mineral Aggregate designation and therefore this application cannot be supported at this time. Once the revised mapping is approved through the Official Plan Review, the file will be resubmitted for consideration. The report was received for information.

At this point, Councillor James Carmody left the Council Chambers due to his declared pecuniary interests.

6. PL-25-13 – Portage Road Subdivision – Letter of Response to Public Concerns

Karen Cronier provided an overview of the report. Ms. Cronier advised that during the public meeting held on April 15, 2013 several residents expressed concerns over the proposed development; Jp2g Consultants Inc. provided a written response which addresses the issues and concerns expressed by area residents, a copy of the letter was provided to the residents.

Ms. Cronier reported that the correspondence from Jp2g Consultants Inc. effectively responded to the issues expressed by area residents. Staff supports the reduced frontages for those lots fronting onto Street D identified on the plan as having a minimum frontage of 17.4 metres. As a means to address resident concerns, staff may also include, as a condition of draft approval, that the developer complete a precondition survey and that a fence be constructed between the proposed and the existing subdivision lands.

MOVED BY: Theresa Sabourin
SECONDED BY: Treena Lemay

That Council accepts the correspondence from Jp2g Consultants Inc. and supports the summary and recommendations as outlined in Report #PL-25-13.

CARRIED

7. PL-26-13 – Portage Road Subdivision – Red Line Draft Plan

Karen Cronier provided an overview of the report.

MOVED BY: Tom Mohns
SECONDED BY: Murray Rutz

That Council supports the red line draft plan revisions which identify the stormwater management facility and the drainage easement as separate Blocks on the Plan of Subdivision.

CARRIED

8. PL-27-13 – Consent Application B96/13 – Portage Road Subdivision – H&H Construction

Karen Cronier provided an overview of the report. Ms. Cronier reported that the purpose and effect of the application is to sever a 2.94 acre parcel of land to be used as a stormwater management pond and associated drainage easement. These lands are to service the drainage needs of the Portage Road Subdivision which is currently under review.

MOVED BY: Tom Mohns
SECONDED BY: Theresa Sabourin

That Council supports application B96/13 on condition that the property is rezoned to an Open Space Exception Zone and that a survey be prepared for both the proposed SWM Block and the easement that is to serve for drainage purposes.

CARRIED

At this point, Councillor James Carmody returned to the Council Chambers, and Councillor Theresa Sabourin left the Council Chambers due to her declared pecuniary interest.

9. PL-28-13 – Application for Site Plan Approval – Mr. & Mrs. Edwin Chow

Karen Cronier provided an overview of the report. Ms. Cronier reported that the site plan proposal consists of a 187.3 square metre addition to an existing commercial building at 3468 Petawawa Boulevard.

MOVED BY: Murray Rutz
SECONDED BY: James Carmody

That Council grants approval to the site plan subject to the Owner entering into a site development agreement.

CARRIED

At this point, Councillor Theresa Sabourin returned to the Council Chambers.

PUBLIC WORKS

1. Activity Report – August 2013

David Unrau, Director of Public Works, provided an overview of the monthly report.

MOVED BY: Tom Mohns
SECONDED BY: James Carmody

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

CARRIED

2. Waterworks Monthly Report – July and August 2013

David Unrau provided an overview of the report submitted by OCWA. Mr. Unrau reported that OCWA conducted a health and safety briefing regarding the Victoria Street reconstruction project for the contractor and municipal staff.

MOVED BY: Theresa Sabourin
SECONDED BY: Frank Cirella

That the Waterworks monthly report for July and August 2013 be accepted as information.

CARRIED

3. Capital Projects Update – August 2013

David Unrau provided an update to Council regarding current capital projects, asset management, and energy management. The report was received for information.

4. PW-25-2013 – Staffing Business Case

David Unrau presented his report. Mr. Unrau reported that the scope of work has increased for the Public Works Department due to new infrastructure being added to the inventory; as well regulatory requirements have increased for the Supervisor and Mechanic. Mr. Unrau reported that there exists a 1 FTE vacancy within the department and the filling of the vacancy is critical to the department and the level of service that the municipality provides to the public. Mr. Unrau indicated that the FTE vacancy was budgeted for in the 2013 Budget.

MOVED BY: Tom Mohns
SECONDED BY: Theresa Sabourin

That Council approves the hiring of one staff member for the Public Works Department to fill one of the two current vacancies.

CARRIED

5. PW-26-2013 – Update on Tree Planting plans for the subdivisions

David Unrau presented his report.

Discussion took place regarding “what is a reasonable amount of time” to complete planting trees in the subdivisions. Mr. Unrau commented that the Subdivision Agreement for Laurentian Highlands does not state a timeline for completion of the planting of trees, but he commented that the municipality would not assume the roads until all works are completed. Mr. Unrau further noted that staff is looking at wording to include in new subdivision agreements to insert timelines for trees.

Staff was directed to send a letter to the developer of Laurentian Highlands regarding the tree planting portion of the subdivision agreement.

The report was received for information.

6. PW-27-2013 – Update on Storm clean-up from 2013 July 19th event

David Unrau presented his report. Mr. Unrau reported that the cost to-date for the storm clean-up is \$209,397.68 with an expected final cost of approximately \$229,397.68. Mr. Unrau also pointed out that this cost does not include the expected credit from the sale of the grinded wood waste as well as the costs associated with Tender #PW-10-2013 to remove storm damaged trees from municipal property.

MOVED BY: Tom Mohns
SECONDED BY: Theresa Sabourin

That Report #PW-27-2013 be accepted as information.

CARRIED

7. PW-28-2013 – Tender #PW-10-2013 Award – Removal of storm damaged trees

David Unrau presented his report.

MOVED BY: Theresa Sabourin
SECONDED BY: James Carmody

That Council approves the award of Tender PW-10-2013 to Wilderness Environmental Services in the amount of \$29,700.00 + HST.

CARRIED

8. PW-29-2013 – Update on Streetlighting

David Unrau presented his report. Discussion took place regarding the streetlight at Black Bay Road and Petawawa Boulevard as it is set back too far from the intersection; Mr. Unrau was directed to add this location to the list. Discussion also took place regarding the light posts at Victoria/Willard, Victoria/Ethel, and Victoria/Violet; Mr. Unrau was directed to review the locations to see if “new” poles were installed.

MOVED BY: Frank Cirella

SECONDED BY: Murray Rutz

That Report #PW-29-2013 and its attachments be accepted as information.

CARRIED

GENERAL MATTERS

1. Budget Reports (Building, Economic Development, Planning, Public Works, Sewage, Waterworks)

Received for information.

CLOSED MEETING

There was no closed meeting.

ADJOURNMENT

MOVED BY: Tom Mohns

SECONDED BY: James Carmody

That the meeting be adjourned.

CARRIED

The meeting adjourned at 8:50 p.m.



Clerk