

6:30 p.m.

November 25, 2019

TOWN OF PETAWAWA

COUNCIL-IN-COMMITTEE

Present:	Mayor Bob Sweet	Deputy Mayor Gary Serviss
	Councillor James Carmody	Councillor Matthew McLean
	Councillor Tom Mohns	Councillor Murray Rutz
	Councillor Theresa Sabourin	

Also Present:	Daniel Scissons	Dawn Recoskie
	Karen Cronier	David Unrau
	Annette Mantifel	Christine Mitchell
	Wayne Bando	Rudy Kadlec

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

DISCLOSURE OF PECUNIARY INTEREST

There were no disclosures of pecuniary interest.

PRESENTATIONS

There were no presentations.

PLANNING AND DEVELOPMENT

1. Activity Report – October 2019

Karen Cronier, Director of Planning and Development, provided an overview of the monthly report. Ms. Cronier highlighted the various site plan applications, zoning by-law amendments, and active subdivisions. Ms. Cronier reported she received notification from the Office of the Fire Marshal and Emergency Management (OFMEM) that the Town of Petawawa was granted an exemption from the annual emergency exercise requirement following the submission of the Town's After Action Report regarding the Flood Emergency of 2019.

MOVED BY: Murray Rutz
SECONDED BY: James Carmody

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

CARRIED

2. Building Activity Report – October 2019

Karen Cronier presented the monthly report.

MOVED BY: Theresa Sabourin

SECONDED BY: Gary Serviss

That the Building monthly report for October be accepted as information.

CARRIED

3. PL-24-19 – Amendment to Remove Holding Symbol, RE/MAX, Town Centre Subdivision, Part of Block 3 Plan 49M-68, being Parts 1 to 5 on Reference Plan 49R-19470, Canadian Forces Drive

Karen Cronier provided an overview of the report. Ms. Cronier explained the Town of Petawawa passed amending By-law 595/09 on November 16, 2009, to rezone the subject lands from Rural (RU) to Commercial-holding (C-h) to permit commercial development within the Town Centre Subdivision. The zoning placed a condition on the removal of the holding symbol, which was approval by the Town of a site plan agreement under Section 41 of the *Planning Act* and that the agreement be registered on title to the property. A site plan for the RE/MAX development was approved at the November 18, 2019 meeting of Council and the site plan agreement is to be registered on title. A by-law will be presented at the December 2, 2019 Council meeting to remove the holding symbol so that a building permit can be issued.

The report was received for information.

4. PL-25-19 – Conditions for File B19/19, Terry & Wendy Waito, Zoning By-law Amendment and Development

Karen Cronier provided an overview of the report. Ms. Cronier explained under Consent File B19/19 Terry and Wendy Waito were granted approval for the conveyance of a 0.52 acre residential lot fronting on Airport Road subject to two specific conditions set by the Town: 1) an application to rezone the severed parcel from Rural to Residential One; and 2) that the applicants enter into a development agreement with the Municipality in accordance with Sections 53(12) and 51(26) of the *Planning Act* to place a warning on title of potential issues with the aesthetic characteristics of the water supply. The agreement is to be registered on title.

Ms. Cronier explained the purpose and effect of the zoning by-law amendment is to rezone the severed lands in File B19/19 from Rural (RU) to Residential One (R1) as a condition of consent. All other provisions of the Zoning By-law would apply.

A public meeting has been scheduled for December 16, 2019. The report was received for information.

5. PL-26-19 – Site Plan Approval, Sumo Sushi, 3483 Petawawa Boulevard, Part Lot 21, Concession 8

Karen Cronier presented the site plan application for Sumo Sushi. Ms. Cronier explained the site plan application will allow for the development of a 170 m² restaurant building and two residential apartments on the second floor of the building.

MOVED BY: Murray Rutz
SECONDED BY: Theresa Sabourin

That Council supports the granting of site plan approval for the Sumo Sushi restaurant development that is located at 3483 Petawawa Boulevard, subject to the applicant entering into a site development agreement with the Town.

CARRIED

6. PL-27-19 – Hometown Dental Site Plan, Dr. Richard Mansour, 3525 Petawawa Boulevard, Part Lot 21, Concession

Karen Cronier presented the site plan application for Hometown Dental. Ms. Cronier explained the site plan application was submitted for the purpose of redeveloping 3525 Petawawa Boulevard. Originally it was Dr. Mansour's intent to alter the existing entrance to the site, reconfigure the parking lot and make significant changes that potentially would require a complete stormwater management infiltration system on site. Upon further review, and the receipt of comments from both the Town and the County of Renfrew Dr. Mansour and his consultant decided that for the first phase of development on this site it would be more prudent to focus on the upgrades to the existing building. Once Dr. Mansour is ready to make the next step and construct either an addition or perhaps another commercial building on site he would then proceed with a full site plan and make the necessary changes that would require the preparation of a site plan agreement. For now; however, it is his intent to maintain much of the existing site features but refurbish the existing commercial building for the dental office.

The report was received for information.

7. PL-28-19 – Application for Road Closure, Michael Kelley, Road Allowance Between Lots 15 and 16, Concession 7, Portage Road

Karen Cronier provided an overview of the report. Ms. Cronier explained an application has been submitted to stop up and close a road allowance leading to water. Should Council proceed with the sale of the road allowance, Council may also wish to consider the disposal of the adjacent waterfront road allowance that is located along the Petawawa River. This waterfront road allowance is a remnant parcel and there is no public access to this land and therefore there is no benefit to the Town maintaining ownership. Should staff be authorized to proceed with the road closure, the notification and consultation process will commence, which includes contacting the adjacent property owner and offering half of the road

allowance for purchase. All requirements as set out in By-law 238/2003, which establishes the procedures for the sale of real property owned by the Town, will be followed.

Council discussed the issue of access by the public to this portion of the Petawawa River as it has been known to be a very good fishing spot. The closest access point to the public may be on the west side of Highway 17 from Rantz Road, which could be problematic for members of the public. Mr. Kelley may wish to install fencing to delineate his private property from the road allowance.

MOVED BY: Theresa Sabourin
SECONDED BY: Tom Mohns

That Council authorizes staff to begin the road closure and sale procedures for the road allowance leading to water located off Portage Road. The intent would be the sale of the land to the adjacent landowner(s) and should the adjacent owner wish to purchase the associated waterfront road allowance, staff is authorized to also proceed with the disposal of those lands.

DEFEATED

8. Budget Reports (Planning, Building, and Economic Development)

Received for information.

9. 2020 Planning Draft Budget

Karen Cronier provided an overview of the draft 2020 budget for Planning.

MOVED BY: Gary Serviss
SECONDED BY: Matthew McLean

That the draft 2020 Planning budget be received for information and brought forward for further discussion at the 2020 Budget Workshop on January 9, 2020.

CARRIED

10. 2020 Building Draft Budget

Karen Cronier provided an overview of the draft 2020 budget for Building.

MOVED BY: Theresa Sabourin
SECONDED BY: Gary Serviss

That the draft 2020 Building budget be received for information and brought forward for further discussion at the 2020 Budget Workshop on January 9, 2020.

CARRIED

11. 2020 Economic Development Draft Budget

Karen Cronier and Christine Mitchell, Economic Development Officer, provided an overview of the draft 2020 budget for Economic Development.

MOVED BY: Tom Mohns
SECONDED BY: Murray Rutz

That the draft 2020 Economic Development budget be received for information and brought forward for further discussion at the 2020 Budget Workshop on January 9, 2020.

CARRIED

PUBLIC WORKS

1. Monthly Report – November 2019

David Unrau, Director of Public Works, provided an overview of the monthly report. Mr. Unrau highlighted capital projects to-date, asset management, and special projects. Mr. Unrau report the reconstruction of Schwanz Road has been completed.

MOVED BY: James Carmody
SECONDED BY: Murray Rutz

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

CARRIED

2. Water and Wastewater Monthly Report – October 2019

David Unrau provided an overview of the report submitted by OCWA. Mr. Unrau highlighted the compliance of both legislative and health and safety regulations noted in the October report. Mr. Unrau highlighted the DWQMS S1 offsite audit conducted by SAI Global which reported all 21 elements continue to conform to standard.

MOVED BY: Theresa Sabourin
SECONDED BY: Gary Serviss

That the Water and Wastewater monthly report for October be accepted as information.

CARRIED

3. Public Works Budget Report

Received for information.

4. Sewage System Budget Report

Received for information.

5. Waterworks Budget Report

Received for information.

6. 2020 Public Works Draft Budget

David Unrau provided an overview of the draft 2020 budget for Public Works

MOVED BY: Gary Serviss

SECONDED BY: Murray Rutz

That the draft 2020 Public Works budget be received for information and brought forward for further discussion at the 2020 Budget Workshop on January 9, 2020.

CARRIED

7. 2020 Sewage System Draft Budget

David Unrau provided an overview of the draft 2020 budget for the Sewage System.

MOVED BY: Theresa Sabourin

SECONDED BY: James Carmody

That the draft 2020 Sewage System budget be received for information and brought forward for further discussion at the 2020 Budget Workshop on January 9, 2020.

CARRIED

8. 2020 Waterworks Draft Budget

David Unrau provided an overview of the draft 2020 budget for Waterworks.

MOVED BY: Matthew McLean

SECONDED BY: Murray Rutz

That the draft 2020 Waterworks budget be received for information and brought forward for further discussion at the 2020 Budget Workshop on January 9, 2020.

CARRIED

GENERAL MATTERS

1. FM-07-2019 – 2019 General, Water and Wastewater Budget Funds

Annette Mantifel, Treasurer, provided an overview of the report.

MOVED BY: James Carmody

SECONDED BY: Gary Serviss

That 2019 budgeted transfers from reserves/reserve funds be amended as follows:

Development Charges – Transportation from \$0 to \$133,666.30 re: purchase of sidewalk plow.

Reserve Fund – Public Works from \$85,000.00 to \$14,851.81 re: purchase of sidewalk plow.

Development Charges – Sewage from \$200,000.00 to \$42,387.13 re: Renfrew Street Pumping Station expansion.

Reserve Fund – Industrial Park/Economic Development from \$16,665.00 to \$0.

Further that the following amounts be transferred into reserves/reserve funds as follows:

\$497,399.59 be transferred into Reserve – Water Lifecycle.

\$184,714.27 be transferred into Reserve – Sewage Lifecycle.

\$3,100.00 be transferred into Reserve Fund – Public Works re: surplus sale of the 2003 Cusco International Vac Trailer.

\$300.00 be transferred into Reserve Fund – Public Works re: surplus sale of 2004 Ford E-150 Econoline Van.

\$85,000.00 be transferred into Reserve Fund – Public Works re: purchase of sidewalk plow.

\$24,700.00 be transferred into Reserve Fund – Industrial Park/Economic Development re: sale of land in Industrial Park.

\$3,500.00 be transferred into Reserve Fund – Industrial Park/Economic Development re: equipment.

CARRIED

CLOSED MEETING

There was no closed meeting.

ADJOURNMENT

MOVED BY: Murray Rutz
SECONDED BY: Matthew McLean

That the meeting be adjourned.

CARRIED

The meeting adjourned at 8:25 p.m.

A handwritten signature in black ink, appearing to be "M. Rutz", written over a horizontal line.

Clerk