



**Town of Petawawa**  
**Council-In-Committee Meeting Minutes**  
**April 25, 2022 at 6:30 p.m.**

**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, CAO  
Colin Howard, Clerk  
Dawn Recoskie, Deputy Clerk  
Karen Cronier, Director of Planning and Development  
Christine Mitchell, Economic Development Officer  
David Unrau, Director of Public Works  
Annette Mantifel, Treasurer (7:16 p.m.)  
Todd D. Storms, Partner, Soloway Wright LLP  
Patricia Leboeuf, Petawawa Post

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

**Disclosure of Pecuniary Interest**

In accordance with Section 5(1) of the *Municipal Conflict of Interest Act*, R.S.O. 1990, c.M.50., as amended, where a member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the council at which the matter is the subject of consideration, the member, (a) shall, prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof; (b) shall not take part in the discussion of, or vote on any question in respect of the matter; and (c) shall not

attempt in any way whether before, during or after the meeting to influence the voting on any such question.

1. Declaration #2022-04

Mayor Bob Sweet declared a potential deemed indirect pecuniary interest with respect to the closed session meeting regarding the Petawawa WPCP Net Zero Project, as his son is employed by OCWA.

**Presentations**

There were no presentations.

**Planning and Development**

1. Activity Report – April 2022

Karen Cronier, Director of Planning and Development, provided an overview of the report. Ms. Cronier highlighted the active subdivisions, Zoning By-law amendments, site plan applications, and pre-consultation developments.

**Moved by Theresa Sabourin**

**Seconded by James Carmody**

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

**Carried**

2. Building Activity Report – Verbal Report for March 2022

Karen Cronier provided an overview of the March 2022 statistics.

**Moved by Gary Serviss**

**Seconded by Tom Mohns**

That the Building activity verbal report for March be accepted as information.

**Carried**

3. PL-10-2022 – Inquiry Regarding Backyard Chickens

Karen Cronier provided an overview of the report. Ms. Cronier explained correspondence was received from a Petawawa resident, requesting Council reconsider its decision to only allow backyard chickens on residential properties located on lots serviced by both private well and private septic. The resident noted his residential property is connected to the Town's water supply, but it has a private septic system.

**Moved by James Carmody**

**Seconded by Murray Rutz**

That Council maintains the existing zoning provisions for backyard chickens that were enacted with the passing of the updated Consolidated Zoning By-law in November 2021.

**Carried**

4. PL-11-2022 – Zoning By-law Amendment, Part of Lot 21, Concession 3, Doran Road, Sherwood Nieman

Karen Cronier provided an overview of the report. Ms. Cronier explained the purpose and effect of the zoning by-law amendment is to rezone the lands in Consent Files B20/21, B21/21 and B22/21 from Rural (RU) to Residential One (R1) as a condition of consent to permit the severance of three residential lots fronting on Doran Road.

A public meeting has been scheduled for May 2, 2022. The report was received for information.

5. PL-12-2022 – Zoning By-law Amendment, Part of Lot 21, Concession 8, Ellard Street, Roman Catholic Episcopal Corporation

Karen Cronier provided an overview of the report. Ms. Cronier explained the purpose and effect of the zoning by-law amendment is to rezone the severed lands in Consent File B35/21 from Community Facility (CF) to Commercial (C) as a condition of consent to permit the severance of a lot addition. The rezoning will ensure that the entire enlarged lot is within the same zone.

A public meeting has been scheduled for May 2, 2022. The report was received for information.

6. PL-13-2022 – Revisions to By-law 1238/18 – Registration of Second Dwelling Units

Karen Cronier provided an overview of the report.

**Moved by Theresa Sabourin**

**Seconded by Murray Rutz**

That Council supports the revisions to the Registration of Second Dwelling Units By-law by removing the requirement to maintain the Owner's current contact information and removing the requirement for the registration of a new ownership of an existing second dwelling unit. And that a revised by-law be brought before Council on May 2, 2022.

**Carried**

7. PL-14-2022 – Revisions to By-law 1410/21 Building By-law

Karen Cronier provided an overview of the report.

**Moved by Tom Mohns**

**Seconded by James Carmody**

That Council supports the revisions to By-law 1410/21 Building By-law to amend Schedule "A" so that the fees are referenced as a cost per square metre as opposed to square feet. And that a revised by-law be brought before Council on May 2, 2022.

**Carried**

8. ED-03-2022 – Community Improvement Plan Application, Fijisan Sushi, 1 Doran Road

Christine Mitchell, Economic Development Officer, provided an overview of the report. Ms. Mitchell explained the owner of 1 Doran Road is seeking financial assistance under the CIP program for a complete parking lot development at this commercial property location. This request is eligible for support under the existing CIP program.

**Moved by Murray Rutz**

**Seconded by Theresa Sabourin**

That Council, under the Community Improvement Plan adopted by By-law 1441/21, enters into the necessary funding agreement with the applicant at 1 Doran Road for the following CIP financial incentive program:

- \$5,000 under the Parking Area and Landscaping Improvement Grant Program.

**Carried**

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

Received for information.

### **Public Works**

1. Monthly Report – April 2022

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.

**Moved by James Carmody**

**Seconded by Gary Serviss**

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

**Carried**

2. PW-16-2022 – Petawawa Wastewater System 2021 Annual Report

David Unrau presented the annual report for the Petawawa Wastewater System as prepared by OCWA.

**Moved by Tom Mohns**

**Seconded by James Carmody**

That the Petawawa Wastewater System 2021 Annual Report be accepted as presented.

**Carried**

3. Public Works Budget Report

Received for information.

4. Sewage System Budget Report

Received for information.

5. Waterworks Budget Report

Received for information.

**General Matters**

There was nothing to report.

**Closed Meeting**

**Moved by Murray Rutz**

**Seconded by James Carmody**

That the meeting be closed pursuant to Section 239 (2) (f) of the *Municipal Act, 2001, S.O. 2001, c.25* to receive advice that is subject to solicitor-client privilege, including communications necessary for that purpose, regarding the Petawawa WPCP Net Zero Project.

**Carried**

Council went into closed session at 7:32 p.m. Mayor Bob Sweet vacated the Chair and left the Council Chambers due to his declared pecuniary interest. Deputy Mayor Gary Serviss took the Chair.

Council reconvened to open session at 8:43 p.m. Mayor Bob Sweet did not return to the Council Chambers. Deputy Mayor Gary Serviss retained the Chair for the remainder of the meeting.

**Business Arising From Closed Session**

A closed meeting was held. Council received advice from its solicitor with respect to the Petawawa WPCP Net Zero Project. Council voted on the following resolution in open session:

**Moved by Murray Rutz**

**Seconded by Matthew McLean**

That Council directs staff to enter into the Design-Build Agreement, the Loan Agreement, the Technical Services Agreement, and the Security Agreement with

Anaergia DB Inc. to advance the Petawawa Net Zero Project. And that by-laws come forward at a future meeting of Council to enter into the above-noted agreements.

**Carried**

**Adjournment**

**Moved by Tom Mohns**

**Seconded by Theresa Sabourin**

That the meeting be adjourned.

**Carried**

The meeting adjourned at 8:46 p.m.

Signature of the Deputy Clerk (Original Signed)