



**Town of Petawawa**  
**Council-In-Committee Meeting Minutes**  
**May 23, 2023 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:**

Daniel Scissons, CAO/Deputy Clerk  
Karen Cronier, Director of Planning and Development  
John Felix, Director of Public Works  
Christine Mitchell, Economic Development Officer  
Simon Brooks  
Jody Anne McDonald  
Luke Notman, myFM

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

**Land Acknowledgement**

The land acknowledgement was read.

**Disclosure of Pecuniary Interest**

There were no disclosures of pecuniary interest.

**Presentations**

There were no presentations.

**Planning and Development**

1. Activity Report – April 2023

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 reviews, and building permit applications received. Ms. Cronier reported on the Town's 2022 compliance with legislative requirements under the Emergency Management and Civil Protection Act.

**Moved by Murray Rutz**

**Seconded by Lisa Coutu**

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

**Carried**

2. Building Activity Report – April 2023

Karen Cronier presented the monthly report.

**Moved by Theresa Sabourin**

**Seconded by James Carmody**

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

**Carried**

3. ED-03-2023 – Community Improvement Plan Application for 3227 Petawawa Boulevard

Christine Mitchell, Economic Development Officer, provided an overview of the report.

**Moved by Murray Rutz**

**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 at 3227 Petawawa Boulevard for the following CIP financial incentive program:

- \$5,000.00 under the Signage Grant Program for the installation of a new sign at the commercial property.

**Carried**

4. ED-04-2023 – Petawawa Container Market – Government of Canada Funding through the Federal Economic Development Agency for Southern Ontario

Christine Mitchell provided an overview of the report, highlighting revitalization and improvements to Volunteer Way and the Kin Hut parking lot in support of the successful and expanding Container Market development.

Received for information.

5. PL-05-2023 – Request for Extension to Draft Plan Approval, Portage Landing Subdivision, File 47-T-12001, Part Lots 17, 18, and 19, Concession 8

Karen Cronier provided an overview of the report.

**Moved by Adam Driscoll**

**Seconded by Karen Donovan**

That Council support the extension of Draft Approval for the Portage Landing Subdivision.

**Carried**

6. PL-06-2023 – Removal of H Symbol, VC Athletic Health Centre, Part of Block 3, Plan 49M-68, being Parts 1, 2 & 3 on Plan 49R-20314, Canadian Forces Drive

Karen Cronier provided an overview of the report.

Received for information.

7. PL-07-2023 – Tiny Homes and a Comprehensive Housing Needs Assessment

Karen Cronier provided an overview of the report, reviewing communications between Tiny Town Association and staff on the concept of affordable, permanent small home community construction. Ms. Cronier related attainable housing to the updating of the Official Plan (OP) and the benefits of conducting a comprehensive needs assessment in conjunction with population and employment forecasting. The assessment would identify current and future housing needs, alternative housing options and the ability to “age in place”. Undertaking the study would complement the OP Update at a cost of \$35,979.00, the funding of which is available through a reallocation of unspent dollars in the Planning and Development budget.

**Moved by Murray Rutz**

**Seconded by Theresa Sabourin**

That Council approves conducting a comprehensive housing needs assessment in association with the Official Plan Update with the results used to frame the continued investigation into tiny home development.

**Carried**

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

Received for information.

## **Public Works**

1. Monthly Report – April 2023

John Felix, Director of Public Works, provided an overview of the monthly report. Mr. Felix highlighted operational achievements in vehicle and equipment maintenance, winter control, spring seasonal readiness and water and sanitary.

Mr. Felix reported on the progress of current capital works and referenced his ongoing review of strategies to improve the fiscal and technical delivery of future construction projects.

**Moved by Karen Donovan**

**Seconded by James Carmody**

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

**Carried**

2. PW-12-2023 – Award of Tender PW-08-2023, for the Doran Street Infrastructure Improvements

John Felix provided an overview of the report.

**Moved by Murray Rutz**

**Seconded by Theresa Sabourin**

That Council approves the award of Tender PW-08-2023, for the Doran Street Infrastructure Improvements to Do-All Construction in the amount of \$287,938.00 plus HST.

**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**

There was no closed meeting.

### **Adjournment**

**Moved by Karen Donovan**

**Seconded by Lisa Coutu**

That the meeting be adjourned.

**Carried**

The meeting adjourned at 7:41 p.m.

Signature of the Deputy Clerk (Original Signed)