



Town of Petawawa
Council-In-Committee Meeting Minutes
February 27, 2023 at 6:30 p.m.

Present:

Mayor Gary Serviss
Councillor James Carmody
Councillor Lisa Coutu
Councillor Karen Donovan
Councillor Murray Rutz

Regrets:

Deputy Mayor Theresa Sabourin
Councillor Adam Driscoll

Also Present:

Daniel Scissons, CAO
Colin Howard, Clerk
Karen Cronier, Director of Planning and Development
John Felix, Director of Public Works
Chris Mantha, Manager of Public Works
Christine Mitchell, Economic Development Officer
Peter Lapointe, Lead Hand, Public Works
Patricia Leboeuf, Petawawa Post

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. **Town of Petawawa Sign By-law Update**

Karen Cronier, Director of Planning and Development and Christine Mitchell, Economic Development Officer, provided an overview of the proposed new sign by-law. Ms. Cronier reported that the process began in consultation with WSP Canada Inc. and staff by reviewing the existing sign by-law with a goal to identify deficiencies and then prepare a refreshed document that is more easily enforceable. Ms. Cronier highlighted the five main recommendations that were formulated from the review which include the identification of specific sign types to be prohibited, the development of provisions for legal non-conforming signs, the expansion of administrative and enforcement provisions, the simplification of the sign by-law and the creation of a specific campaign to focus on portable signs.

Ms. Cronier concluded her presentation by stating the Town's needs have evolved since the enactment of the existing sign by-law in 2012 and that the goal of the update is to ensure terms are consistent and interpretations of definitions and provisions are easily understood. Ms. Cronier advised that the new sign by-law will be before Council at their meeting of March 6, 2023.

2. **Building Activity Report – January 2023**

Karen Cronier presented the monthly report.

Moved by Murray Rutz

Seconded by James Carmody

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

Carried

3. **ED-01-2023 – Community Improvement Plan Application for 3482 Petawawa Boulevard**

Christine Mitchell provided an overview of the report.

Moved by Lisa Coutu

Seconded by Karen Donovan

That Council, under the Community Improvement Plan adopted by By-law 1441/21, enter into the necessary funding agreement with the applicant at 3482 Petawawa Boulevard for the following CIP financial incentive program:

- \$5,000.00 under the Building Façade Improvement Program
- \$5,000.00 under the Parking Area and Landscaping Improvement Grant Program

Carried

4. ED-02-2023 – Community Improvement Plan Application for 3177 Petawawa Boulevard

Christine Mitchell provided an overview of the report.

Moved by Murray Rutz

Seconded by James Carmody

That Council, under the Community Improvement Plan adopted by By-law 1441/21, enter into the necessary funding agreement with the applicant at 3177 Petawawa Boulevard for the following CIP financial incentive program:

- 50% up \$5,000.00 under the Accessibility Improvement Grant

Carried

Public Works

Mayor Gary Serviss called on CAO Daniel Scissons to introduce Mr. John Felix. Mr. Scissons provided a brief summary of Mr. Felix's personal background and professional career and welcomed John as the Town's new Director of Public Works.

Chris Mantha, Manager of Public Works, also welcomed Mr. Felix to the team. Mr. Mantha reflected on the past three months as the Department transitioned between Directors. He acknowledged the commitment and dedication of Public Works staff and recognized Town Hall and Ontario Clean Water Agency personnel for the excellent support and assistance he received during this transition period.

1. Monthly Report – January 2023

Mr. Mantha provided an overview of the monthly report. Mr. Mantha reported on the capital projects approved for 2023, including Wolfe Avenue, Hilda Street and Lisa Crescent reconstruction, and design work for Selkirk Street, Murphy Road and Portage Road Phase II. Mr. Mantha also reported on winter control operations, snow removal from municipal parking lots and the cutting of snowbanks along numerous Town streets.

Moved by Murray Rutz

Seconded by Karen Donovan

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

Carried

General Matters

There was nothing to report.

Closed Meeting

There was no closed meeting.

Adjournment

Moved by James Carmody

Seconded by Lisa Coutu

That the meeting be adjourned.

Carried

The meeting adjourned at 7:10 p.m.

Signature of the Clerk (Original Signed)