



Minutes

Virtual Meeting, Petawawa ON May 4, 2021

Present:

Cindy Sell
Portia Hoffman Strang (10:29 departed)
Theresa Sabourin
William Grandy
Val Hyska
Christina McFadden
Richard McNish

Regrets:

Laura Hanek

Also Present:

Christine Mitchell

Welcome and Introductions

Val Hyska, Chair, called the meeting to order at 9:04 am.

Approval of Agenda

Moved by Richard McNish
Seconded by Cindy Sell
That the agenda for the May 4, 2021 virtual meeting of PBAN be approved as circulated.

Carried

Disclosure of Pecuniary Interest

There were no disclosures of pecuniary interest.

Approval of Minutes

Moved by Theresa Sabourin

Seconded by Cindy Sell

That the minutes of April 6, 2021, be approved.

Carried

Old Business

1. Business Grants and Programs

Christine reported that e-news documents were created and circulated on April 16th, 23rd and May 3rd.

- **Enterprise Renfrew County:** The Enterprise Renfrew County in partnership with Small Business Centres Ontario is offering a limited time Virtual Business Advisory Program for Renfrew County Businesses. Businesses can access up to three hours of complimentary support in a variety of sectors from industry peers.
- **Paid COVID-19 Leave:** The Ontario government has committed to reimbursing employers for up to three paid leave days related to COVID-19 for every employee. More information is available on the government website at [Ontario to Introduce Paid COVID-19 Leave | Ontario Newsroom](#)

2. Business Health and Wellness Peer Check-in Program

A summary report was reviewed on the outcomes of the business health and wellness peer check in program. This program gave PBAN members the opportunity to meet local businesses and share with them available information and resources and to discuss items like the upcoming Community Improvement Plan (CIP). Most businesses, at the time of check ins, which occurred from November 2020 to April 2021, classified themselves as “doing well or okay”. Some businesses were operating as usual and others identified being busier than prior to the pandemic. A small number of businesses indicated they were struggling both with sales and personal stress resulting from the continued length of the pandemic. Many businesses have had to leverage online sales and enhance those platforms to generate sales. Many businesses cited acquiring stock as a challenge and employee attraction in some sectors. About half of the businesses indicated that they had used some federal or provincial fund program; the remaining businesses either did not qualify or were distrustful of government in general. The committee felt this exercise was a good way to make a personal connection with business owners and create the building blocks for more positive future engagements and communications.

3. Community Improvement Plan (CIP)

Christine reported that the community and business surveys for the CIP had launched and were due to close May 7, 2021. The surveys provide the opportunity for the public to have input into vision, goals and objectives for the CIP. Additional engagement opportunities will

be available throughout the CIP process and results of each outcome will be shared on the municipal website on the [Community Improvement Plan \(CIP\) - The Town of Petawawa](#) page.

PBAN members were encouraged to make a personalized connection with a few business contacts inviting them to participate in the CIP survey.

4. Building Permit Workflow Resource

Christine reported that in addition to working to set up Cloudpermit, an interactive permit software, Building staff have added supportive documents to the municipal website with instructions and details on how to provide complete building permit documentation for processing. Once the new software is operational adjustments or enhancements to support documents can be facilitated.

5. Staycation Petawawa Program

Due to the continuing Provincewide Emergency Brake the Staycation Petawawa Program is on hold until we have a better idea of when in-person shopping opportunities will be permitted. We look forward to offering this program at some point in June to help encourage sales and awareness for our local businesses.

New Business

1. Chamber of Commerce Rapid Antigen Screening Kit Program

The UOVCC has an opportunity to bring a Rapid Antigen Screening Kit Program to businesses in the area to help contain the spread of the COVID-19 virus. The program kits would allow employees of participating businesses to self-administer a test for timely results. Participating businesses would have to designate an individual to receive training to supervise and report test results and adhere to a testing regime as part of the program. The UOVCC has launched a short survey seeking information from area businesses on their willingness to participate in this program. The survey will remain open until May 7th. Members voiced their concerns and their experiences with various forms of this type of testing. Christine encouraged everyone to complete the survey and indicated that she would follow up with the Chamber.

2. Petawawa Seasonal Pop Up Container Market

Christine reported that Petawawa Council has approved a plan to run a seasonal Pop Up Container Market in the Kin Hut area of the Civic Centre grounds. The market will consist of five 10 ft. containers with roll up doors which will be available as facility rentals for artists, artisans and small business owners to feature, showcase and sell their products. This seasonal Pop Up Container concept follows the more detailed Container Market Guidelines that has been endorsed by Council. The Petawawa program will allow for week long rentals of units, by eligible applicants, to encourage and provide opportunity for any Renfrew County vendor to participate.

In discussing the Pop Up Container program, Val came forward to announce that Hyska's YIG has committed to be a sponsor. Val noted that this seasonal market nicely enhances the Shop Ontario program which YIG currently supports. Val and Steve see this market program as another opportunity to support local entrepreneurs and give back to the community.

Correspondence

Christine has received an official resignation letter from Robert Hall who has been posted back to his hometown in Nova Scotia. A notice will go out on PBAN and Town social page advising of a vacancy and seeking a new member representative.

Information (Business Openings/Milestones/Celebrations)

- Black Lamp Tattoo located at 1162 Victoria Street is closing and leaving Petawawa due to military posting. A new tenant is already engaged in making this space ready for a late June opening.
- End of the Leash Pet Boutique is working on the final rental space available at 3067 Petawawa Blvd. and is hoping to open in some capacity by the end of the month.
- Bootstrap Bills Shoe and Leather Repair has opened curbside services at his new location at 3468 E Petawawa Blvd.
- A number of residential projects are underway, whether in pre-consultation or in various stages of multi-phase development creating a surge in residential permits.

Events

With the recent Province wide Emergency Brake Order, many events have been cancelled or rescheduled as gathering thresholds have been greatly restricted. We continue to be in a holding pattern.

Round Table

Richard indicated that his business is expanding rapidly and that they are installing additional equipment and generating new products in house. Under new regulations micro-breweries are permitted to sell their products at area farmers markets. Restrictions do apply and are administered by the AGCO.

Cindy reported that the real estate market remains crazy and challenging with less and less inventory available. Posted members are having difficulty securing home purchases.

Christina reported that March was the busiest month since the first lockdown over a year ago. There were significant employer job postings and employees seeking work. Mental health and morale seem to be key areas of concern as the restrictions continue. Home schooling continues to affect employment options for those who must stay home with their children.

Theresa discussed the recently endorsed Petawawa Accessibility Advisory Committee (PAAC) work plan and the efforts of the committee in developing awareness materials for people with PTSD. Theresa noted that the PAAC works primarily to support AODA compliant changes for municipal facilities but that advocacy is one of their mandates as well. PAAC will be looking at sharing resources with businesses that they develop.

Theresa noted one area businesses can significantly participate in this outreach is to post floor plans and clearly mark exits for their properties.

William reported that he is preparing for the upcoming opening on May long weekend for The Shed. William also reported that Door Dash a food delivery program has come to Petawawa. William noted that the Door Dash program is quite competitive and that they had secured a partnership with a box retail provider to support their online grocery program.

Portia had reported (prior to her departure at 10:29) that her building at 3227 Petawawa Blvd. has been listed for sale. Portia is not selling the business only seeking to take advantage of a strong retail market and exploring options.

Val indicated that the PC Express Insta Cart program continues to be busy as does the store. Val noted a definite resistance from the community in adhering to the Stay at Home orders. Val reported that 10,000 transactions per week are typical in her grocery business, noting that there has been 1,000 additional recorded transactions week over week as of late. Supply of certain products and public demand continue to be a challenge.

Adjournment

The meeting adjourned to the call of the Chair at 10:54 am.