



## TOWN OF PETAWAWA MUNICIPAL OFFICE

1111 Victoria Street  
Petawawa, ON K8H 2E6

### Hours of Operation

Monday – Friday 8:30 am to 4:30 pm  
(Closed Statutory Holidays)

**Phone:** 613-687-5536

**Fax:** 613-687-5973

**Email:** email@petawawa.ca

**Website:** www.petawawa.ca

### MEETING SCHEDULE

Council Meetings are held the first and third Monday of each month at 6:30 p.m. in the Council Chambers at the Municipal Office.

Council-in-Committee Meetings are held the second and fourth Monday of each month at 6:30 p.m. in the Council Chambers at the Municipal Office.

Agenda coverpages are posted online at [www.petawawa.ca](http://www.petawawa.ca) on the Thursday prior to the scheduled meeting. To receive a full agenda package contact the Deputy Clerk at 613-687-5536.

Meetings are open to the Public.



Pictured from left are Jean Belec, Pierre (Chico) Traclet, Sheila Durand, Bob MacKenzie, Mark Reinert and Kelly Williams.  
Photos by Peter Moss

## Town of Petawawa Service Awards

**Celebrating milestones for years of service with the Town of Petawawa are:**

- **40 Years:** Steve Knott and Tom Renaud
- **30 Years:** Tom Donnelly
- **20 Years:** Peter Moss and Bill Tabram
- **15 Years:** Ruth Murdock
- **10 Years:** Craig O'Brien, Clem Paradis, Jay Cotnam and Cyndy Phillips
- **5 Years:** Elliot Fauteux, Jeff Warren, Colin Coyle, Joe Brazeau and Kelly Williams

### Retirements

- Bob Mackenzie retired after serving 39 years with the Parks and Recreation Department
- Jean Belec retired after 21 years with the Fire Department, serving 10 years as Deputy Fire Chief

### New Staff

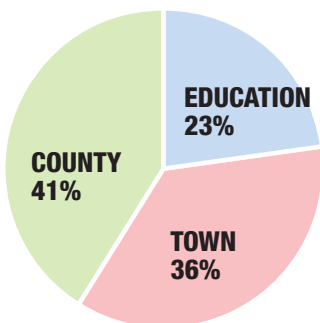
- Sheila Durand was hired as the new Chief Executive Officer (CEO) for the Petawawa Public Library
- Victoria Morena was hired as Event Assistant for the 150th Anniversary Celebrations and Upper Ottawa River Race and Paddlefest
- Christine Mitchell was hired as Executive Assistant to the CAO and Council

### Staff Achievements & Promotions

- Karen Cronier, Planning Coordinator, received her Registered Professional Planner and Member of the Canadian Institute of Planners Designations
- Annette Mantifel, Treasurer, received her 20 year membership service award from the Association of Municipal Managers, Clerks and Treasurers of Ontario
- Pierre (Chico) Traclet was appointed as Deputy Fire Chief

## Tax Notes

Where do your tax dollars go?  
Town of Petawawa 2015  
Residential Property Tax Bill



Residential taxes for the year are paid in three instalments at the end of March, July and October. If you would prefer to pay on a monthly basis, then a recurring payment can be set up through online or telephone banking. Please contact the Tax Department at 613-687-5536 for assistance in determining a suitable payment amount.



## Outstanding Student Citizenship Award Winners

The Town of Petawawa recognized the most community-minded in our youth with the presentation of the 2015 Outstanding Student Citizenship Award to eight recipients. In the top photo are (left to right) awards co-ordinator Beverly Bimm, Belana Millham, Mathieu Gagnon, Samuel Schroeder, Brett McNamara, Erika Weisenberg, Mara Copeland, Sydney Gen and Mayor Bob Sweet. Pictured to the left is the eighth recipient Chloe St. Amand with Mayor Sweet.

Photo above by SEAN CHASE/DAILY OBSERVER

## Importance of Building Permit Applications & Approvals

A Building Permit is your formal permission from the Town to begin any construction, addition, demolition or renovation on your property. In order to ensure that your plans comply with the Ontario Building Code, our local Zoning By-law, and other applicable regulations, Town staff must review your plans, prior to the commencement of work.

### Building Permit Applications

Building Permits are intended to regulate various types of building construction that are allowed in the community and to ensure that they meet all building standards. The building permit process protects both the owner's interests and those of the community at large. It also helps to ensure that any structural changes are safe. Failure to obtain proper Building Permits can result in costly construction delays, legal action and/or the removal of work already completed. In many cases, your designer or contractor will get permits on your behalf. **\*\*Please remember that, as the building owner, you are ultimately responsible for complying with all building requirements.\*\***

### When Building Permits are required:

- Structural alterations
- Demolishing or removing all or a portion of a building
- Constructing a new building
- Addition to an existing building
- Changing a building's use
- Building a garage, deck or balcony

- Making new openings for, or changing the size of, doors and windows
- Installing, changing or removing partitions and load bearing walls
- Renovating or repairing a building
- Installing or modifying the heating, plumbing or air-conditioning systems
- Installing a wood burning stove/fireplace
- Excavating a basement or constructing a foundation
- Installing or reconstructing chimneys or fireplaces
- Constructing accessory structures larger than 108 sq. ft. in area
- A basement entrance
- New or altered plumbing
- Constructing a Second Suite
- Constructing a deck more than 24" above ground
- Roofing when structural work is involved
- Installing a Sign
- Installing Swimming Pools

**\*\*REMINDER\*\*It is the Permit Holders responsibility to notify the Building Department for Building Permit Inspections**

### PORTABLE GARAGE BY-LAW 456/07

Section 3.3.9 of the By-law indicates that Portable Garages are **PROHIBITED** in all Zones.

For further information, please refer to the Town of Petawawa website at [www.petawawa.ca](http://www.petawawa.ca)

## Contact us before you dig

Planting a tree, building a deck or a fence? Contact ON1Call first to get a locate so you can dig safely.

Remember, you are liable for any damage or injury caused by interfering with any buried infrastructure.



Request your free locate online or call 1-800-400-2255. We are open 24 hours a day, 7 days a week.

## POOL AND FENCE BY-LAW 378/06

The By-law requires that a pool fence permit must be obtained from the Building Department for swimming pools in excess of 18 inches (45 centimeters) in depth, whether or not there is an existing fence.

To install a fence around your property, you do not require a permit, however there are regulations within the By-law that must be adhered to. For more information please call the Municipal Office at 613-687-5536.

## BURNING BY-LAW 294/04

Town residents must keep in mind that burning any time of year is prohibited in certain areas of the Town of Petawawa regardless of Recreational or Open Air Burning. **Zero tolerance will be enforced for those who burn without a permit. Charges will be laid.**



**Open Air Burning** – No persons shall set a fire or allow a fire to burn within the boundaries of the Town of Petawawa without first having obtained a permit from the Municipality or the Chief Fire Official. Open air burning is not allowed from **June 1 to September 30** inclusive.

**Recreational Fires** – Requires approval by the Chief Fire Official or designate. **Site visits will be conducted and smoke alarms will be tested** to ensure that they are functional prior to the issuing of the permit.

Open Air Burning and Recreational Burning Permit Applications, as well as a copy of By-law 294/04, can be obtained at The Town of Petawawa Office located at 1111 Victoria Street or on the Town website [www.petawawa.ca](http://www.petawawa.ca).

## GETTING MARRIED? Marriage licences available at the Municipal Office

Simply pick up an application from the Municipal Office or print a copy from our municipal website at [www.petawawa.ca](http://www.petawawa.ca) (Town Hall/ Clerk's page). Bring the completed application form along with two pieces of original identification (as identified on our website) for each applicant to the Municipal Office. At least one of the applicants must be present to submit the application and pick up the completed licence. If either applicant has been divorced please bring the original certificate of divorce.

A marriage licence is valid for a period of three months and is valid for use anywhere in Ontario. The cost of the licence is \$100. For inquiries please call 613-687-5536 ext. 2003.

To book a wedding or photos at Centennial Park, please contact the Parks and Recreation Department at 613-687-5678.



## WATER USE BY-LAW 293/04

In order to ensure that water shortages do not occur, Council has passed a Water Use By-law. This By-law regulates the consumption and use of water during the year. **The following regulations apply:**

1. Residents occupying an **even numbered address** may water on **even numbered calendar days** only.
2. Residents occupying an **odd numbered address** may water on **odd numbered calendar days** only.
3. Watering is allowed only between the hours of **6:00 am and 9:00 am**, and between the hours of **6:00 pm and 9:00 pm**.
4. Swimming pools or large capacity hot tubs shall not be filled from residential sources. Contact Public Works at 613-687-2692 for further details.
5. No person shall willfully allow water to run waste from the Town water system. Wasting water generally includes but is not restricted to one of the following:
  - Permitting water to pool or run off any lawn, garden or other outside plants;
  - Directing water onto a paved surface, including driveways, sidewalks or roadways during irrigation;
  - Operating a fountain or pond without re-circulating the water;
  - Washing any vehicle or the outside of a building with the use of a hose not equipped with a shut-off nozzle;
  - Use of flowing water instead of dry sweeping to remove loose debris from a residential driveway, walkway or sidewalks.
6. **Exemptions** to these rules:
  - residents who water their lawns/gardens/etc from a water source other than the municipal water system at any time;
  - watering newly laid sod or grass seed at any time for a period not to exceed fourteen (14) days from the time of planting (permission must be obtained from the Municipal Office prior to watering at 613-687-5536);
  - watering newly planted trees, shrubs, gardens while being installed and during the following 24 hours after the completion of installation.
7. Anyone not following these rules may be charged and fined.

If you require additional information, please contact the Municipal Law Enforcement Officer at 613-687-8438.



Distracted driving has now surpassed impaired driving as the leading cause of traffic fatalities. Locally, nearly half of all accidents investigated in Petawawa are consistently attributable to “distracted driving”.

Statistics are scary and the results can be tragic. The age group most at risk is drivers between 16 and 29.

Research shows that texting and driving is the same as driving blind for 5 seconds or driving after drinking 4 beers. It also makes you 23 times more likely to have an accident.

In 2016, the Petawawa Police Services Board in partnership with the OPP will be working to make the driving public more aware of the hazards of driving distracted. Part of that process will be the installation of these signs (above) around the Town.

If you're driving - Please Leave the Phone Alone. Be a role model - stop or pull over.



## BEAR ENCOUNTERS

### Who Do I Call in the Upper Ottawa Valley?

The Ministry of Natural Resources and Forestry is working collaboratively with the Ontario Provincial Police to protect public safety and educate communities across Ontario about black bear behaviour. Black bears that come into a populated area aren't always a threat to public safety.

#### Non-Emergency Encounters

Call the toll-free Bear Wise reporting line at 1-866-514-2327 (TTY 705-945-7641) if a black bear is:

- Roaming around, checking garbage cans;
- Breaking into a shed where garbage or food is stored;
- In a tree;
- Pulling down a bird feeder or knocking over a barbecue; or
- Moving through a backyard or field but is not lingering.

#### Emergency Situations

ONLY CALL 911 if a black bear poses an immediate threat to personal safety by exhibiting threatening or aggressive behaviour, such as:

- Entering a school yard when school is in session;
- Stalking people and lingering at the site;
- Entering or trying to enter a residence;
- Wandering into a public gathering; or
- Killing livestock/pets and is lingering at the site.

For further information regarding the Bear Wise program, please visit the following website: [www.bears.mnr.gov.on.ca](http://www.bears.mnr.gov.on.ca)



## Emergency Preparedness Week is May 1-7, 2016

As a resident of the Town of Petawawa you have a responsibility to ensure that you are prepared for an emergency.

Visit [www.ontario.ca/beprepared](http://www.ontario.ca/beprepared) to create your individual or family emergency plan.

By taking steps to prepare ahead of time you are helping to ensure that the Town of Petawawa is a more resilient community.





## Commissioning Services at the Municipal Office Need someone to witness your signature?

A Commissioner of Oaths is a person authorized to take your oath or solemn affirmation when you sign an affidavit or a statutory declaration. A Commissioner does not certify that the statements being made are true, but only certifies that an oath or solemn affirmation has been administered properly.

If you require commissioning services, please visit the Municipal Office or call 613-687-5536 for more information. Be sure to bring identification whenever you need documents commissioned. There is no fee for this service.

## WIFI

Did you know there are WiFi areas in Petawawa?  
Watch for WiFi Hot Spot Signs at these Petawawa locations:

- **Norman Behnke Hall** – 11 Norman Street
- **Town Office** – 1111 Victoria Street
- **Pembroke/Petawawa Lions Club Hall** – 1163 Victoria Street
- **Evergreen Stage (off Algonquin Street)** – 18 Park Drive

## DID YOU KNOW?

**Tracy Annand-Robichaud**, born and raised in Petawawa, began skiing at 9 years of age at Molson Ski Hill, racing in the Nancy Green Ski League and Upper Ottawa Valley Ski Zone. In 1977, Tracy was named to the Canadian National Ski Team but resigned in 1979 after a training incident caused a serious knee injury. Tracy went on to compete in the US Women's World Pro Tour from 1980-1983.



From the ski hills to the water, Tracy competed at the Canadians in Waterskiing, won the Western Canadian Windsurfing title and represented Canada at the World Windsurfing Championships.

Today, as a certified Level 3 Alpine coach and Watersport Instructor, Tracy coaches the racing program at Mt. Cascade and is a selected guest Coach for Alpine speed events for the Ottawa/Outouais region.

**Mike Rowe** was born in Kingston in 1965 and moved to Petawawa in the mid-1970s where he began his minor hockey career as a Petawawa Patriot.

Mike left Petawawa in 1981 to join the Toronto Marlboros of the OHL where he played for four seasons as a defenseman and racked up 886 penalty minutes.

He was drafted by the Pittsburgh Penguins in the 3rd round, 58th overall of the 1983 NHL Draft. He played three different seasons for the Pittsburgh Penguins for a total of 11 career games and registered 11 penalty minutes.

His NHL career was cut short due to a shoulder injury and he went on to play seven seasons in the British Hockey League mainly for the Whitley Warriors.



## Petawawa Accessibility Advisory Committee

The Petawawa Accessibility Advisory Committee (PAAC) is the local citizen group, with municipal support, that ensures the mandates of the Accessibility for Ontarians with Disabilities Act (AODA) are implemented with respect to customer service, information and communication, transportation, employment and design of public spaces. The PAAC actively champions the principals of dignity, independence, integration and equal opportunity for full inclusion for all Ontarians with disabilities. PAAC was involved in a Barrier Free Community audit, which assessed Town owned properties against accessibility standards. Throughout the coming years, and before the 2025 deadline, as we move to meet an accessible Ontario, the Town of Petawawa will undertake measures to resolve assessed barriers.

PAAC is active in the review of building and development plans, often providing contractors and builders with recommendations to facilitate more barrier free structures. One in seven people in Ontario has a disability, for Petawawa; that represents approximately 2,300 Petawawa residents. By 2036 that number will rise to 1 in 5 as the population ages. For our local business community, customers with disabilities will represent 40% of total income in Ontario. A more accessible Petawawa, therefore, is good for our economy and our community.

If you are interested in becoming a member of the PAAC or if you have comments or suggestions that will benefit our Town, please contact the Municipal Offices at 613-687-5536.

## Here we grow again!

The Town of Petawawa congratulates all businesses that opened their doors, celebrated milestones, or expanded over the last year!

- |                              |                                      |
|------------------------------|--------------------------------------|
| • <b>Fijisan Sushi</b>       | • <b>Royal Bank</b>                  |
| • <b>Line-X</b>              | • <b>Splash Auto Care</b>            |
| • <b>NRTC Communications</b> | • <b>Supplement King</b>             |
|                              | • <b>True Essence Healing Centre</b> |

While there are undoubtedly businesses absent from this list, we support and thank all our local businesses for their excellence in service and quality. The local business community is a vital component leading to the outstanding quality of life we enjoy in Petawawa.

ServiceOntario

making it easier | c'est si simple

[www.ServiceOntario.ca](http://www.ServiceOntario.ca)

PETAWAWA:

Building R 102, 41 Festubert Avenue (inside the CANEX Plaza)

1-800-267-8097

HOURS OF OPERATION:

Tuesday, Thursday, and Friday from 9:30 am to 5:00 pm

SERVICES OFFERED:

- Driver and Vehicle
- Health
- Photo Identification

