



TOWN OF PETAWAWA MUNICIPAL OFFICE

1111 Victoria St., Petawawa, ON K8H 2E6

Hours of Operation

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

Phone: 613-687-5536 **Email:** email@petawawa.ca
Fax: 613-687-5973 **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 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.

Tax Notes

Residential taxes for the year are paid in three instalments – at the end of March, July and October. The Town offers several payment options:

Internet & Telephone Banking – Available with most major banks – search “Petawawa” to locate account name – use your 19 digit roll number as your account number starting with 4779 without any decimals or spaces.

By Mail – Cheques made payable to “Town of Petawawa” can be mailed to 1111 Victoria Street, Petawawa, ON K8H 2E6. Be sure to include the instalment stub with your payment to ensure proper credit to your account(s).

In Person – The Municipal Office is located at 1111 Victoria Street, Petawawa and it is open from 8:30 a.m. to 4:30 p.m., Monday to Friday, except statutory holidays. Payment can be made by cash, cheque or Interac.

At a Bank or Financial Institution – Contact your financial institution for further information – bank service charges may apply.

Night Deposit Box – Located at the Council Chamber entrance of the Municipal Office. Place your cheque and instalment stub in a sealed envelope – please do not place cash in this box.

Post-Dated Cheques – Can be dropped off at the Municipal Office in person, mailed or placed in the night deposit box – please include the instalment stub.

If you 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.



Message from the Mayor

Welcome residents and visitors to the Town of Petawawa. The Town Times portion of our Community Guide offers a quick reference resource to season specific municipal administrative information. If you need information about permits, obtaining a marriage licence, emergency preparedness, tax allocation or business within the community we have it covered.

The remainder of the guide is dedicated to exceptional programming, events and attractions that are offered at the diverse and unique facilities within the community. The Civic Centre and the Petawawa Public Library continue to be the cornerstone for many of our recreational, social, and cultural activities. The staff strive to provide unforgettable, yet affordable recreational activities for every age, ability and demographic. Be sure to check out the outstanding variety of programs being offered this spring and summer.

Council works hard to manage the essential services of the community and your input is valued. If you have a question regarding municipal government or local administration please feel free to contact the Municipal Office at 613-687-5536.

MAYOR BOB SWEET

613-687-5837, mayor@petawawa.ca

DEPUTY MAYOR TOM MOHNS

613-687-2072, tmohns@petawawa.ca

COUNCILLOR JAMES CARMODY

613-401-5467, jcarmody@petawawa.ca

COUNCILLOR TREENA LEMAY

613-687-4434, tlemay@petawawa.ca

COUNCILLOR MURRAY RUTZ

613-602-0964, mrutz@petawawa.ca

COUNCILLOR THERESA SABOURIN

613-687-2429, tsabourin@petawawa.ca

COUNCILLOR GARY SERVISS

613-687-0021, gserviss@petawawa.ca



Pictured from left are Stephen Heath, Daniel Scissons, Craig Proulx, Randy Mohns, Kathryn Pivato, Karen Cronier, Sandy Kreutz, and Pierre (Chico) Traclet. Photos by Peter Moss

Town of Petawawa Service Awards

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

- 30 years :** Stephen Heath
- 25 years :** Daniel Scissons
- 20 years :** Craig Proulx
- 15 years :** Randolph (Randy) Mohns
- 10 years :** Kathryn Pivato and Karen Cronier
- 5 years :** Sandy Kreutz

Retirements

- Pierre (Chico) Traclet retired after serving 13 years with the Fire Department in various roles including Training Officer, Assistant Deputy Chief and Deputy Chief.

Staff Achievements & Promotions

- Karen Cronier became the Director of Planning and Development with oversight responsibilities for the Economic Development and Building Departments.

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

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.

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 (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.



Petawawa & Deep River Inclusion Projects (PIP and DIP)

This outreach program was created to address all forms of bullying and ensure that vulnerable children and youth have resources, support and opportunities to feel included. The PIP and DIP programs are coordinated and administered by the Phoenix Centre with support from community and municipal representatives, educational resources and students. If you wish to learn more about these programs or if you want to volunteer, please visit their website www.phoenixpembroke.com/program/deep-river-inclusion-project-petawawa-inclusion-project/

A number of annual events are organized to bring awareness to the inclusion cause. Here are but a few:

| | |
|-----------------------|--|
| February 17 | Random Acts of Kindness Day |
| February 22 | Pink Shirt Day |
| May 7 | Belonging – National Day to End Bullying |
| June 27 | Canadian Multicultural Day |
| November | Unity in Diversity Week (Deep River) |
| November 19-25 | Bullying Awareness Week |

Emergency Preparedness Week is May 7-13, 2017



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 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.



BEAR ENCOUNTERS – Who Do I Call?

Call the toll-free Bear Wise reporting line at **1-866-514-2327 (TTY 705-945-7641)** if a black bear is seen roaming in your area.

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

For further information regarding the Bear Wise program, please visit the following website: www.bears.mnr.gov.on.ca



Help Us, Help You "Navigate" Safely

We Meet: 4th Thursday Every Month @ 1:30pm
Contact: 613-687-5536

Petawawa Accessibility Advisory Committee Let us help you navigate your community

The Petawawa Accessibility Advisory Committee (PAAC) continues to assist any members of our community who require help to navigate more easily and safely through their Activities of Daily Living (ADL's).

We have developed a new recruiting poster which identifies the rough upstream waters some people travel through, with our hope to calm the waters and aid in the navigation of the legislation and services available to all who require them.

You may have already noticed some changes in 2016, such as a portable/ bilingual debit machine at the Municipal Office, increased/ better markings on accessible parking at the Civic Centre, instruction signs at the crosswalks at intersections on Petawawa Blvd. as well as improved markings on curbs and ramps. These are just a few of the adaptations that have been completed.

Parks and Recreation are working on many exciting accessibility projects. Improvements at the Civitan Playland Park, an accessible washroom at Centennial Park and a Mobi-mat which will allow those with mobility issues access to the beach and water down at Petawawa Point.

The PAAC, is striving to meet the 2025 provincial deadline to make Ontario accessible to all, if you have an accessibility issue, or care for someone who has, please contact the Municipal Office at 613-687-5536. Join us (PAAC), many oars in the water ease the stress of the journey and ensure smooth navigation.

Sheila Clarke,
PAAC Chairperson

Did you know? – Relay for Life

In 1999, Mayor Sweet was approached by the Canadian Cancer Society with an invitation to lead a new signature fundraising event called Relay For Life. With no seed capital, a supportive community and sheer determination, the inaugural Relay for Life event raised over \$128,000.

During Mayor Sweet's four year term as Relay for Life Chair, the Petawawa team raised over \$1 million dollars towards the fight against cancer. A personal labour and victory dedicated to his late father.

We invite the community to participate in this worthy cause at the upcoming 2017 event:

Friday June 9, 2017

Noon-Midnight

Dundonald Hall, Garrison Petawawa

Register online at www.relayforlife.ca



Here we grow again!

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

- Conway's Pharmacy • Ottawa Valley Driving Academy
- The Red Apple • The Urban Lounge Salon and Spa
- The Unlimited Dollar Store • The Country Cupboard
- Gearheads • Mulvihill Drug Mart • Tim Hortons
- The Looking Glass Toy Store • Mary Brown's Chicken
- Hyska's Your Independent Grocer • Little Caesars

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.

Commissioning Services at the Municipal Office

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.



www.ServiceOntario.ca

PETAWAWA: 1-800-267-8097

SERVICES OFFERED:

- Driver and Vehicle • Health • Photo Identification

