



TOWN OF PETAWAWA MUNICIPAL OFFICE

1111 Victoria St., Petawawa, ON K8H 2E6

Hours of Operation

Monday – Friday 8:30 a.m. to 4:30 p.m.
Closed Statutory Holidays

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

MEETING SCHEDULE

Meetings are held at 6:30 p.m. in the Council Chambers at the Municipal Office.

Council meetings are held the first and third Monday of each month. **Council-in-Committee meetings** are held the second and fourth Monday of each month.

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

The Town Times portion of our Community Guide offers a quick reference resource to season specific municipal administrative information. If you need information about by-laws, services and programs this resource highlights some that residents may want to know.

The Civic Centre and the Petawawa Public Library continue to be the cornerstone for our many 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.

2018 is an election year for municipalities in Ontario. On October 22nd the community will have an opportunity to once again elect the Mayor, Councillors and School Board Trustees. It is essential that residents participate in this democratic process to ensure the elected officials share your vision and interests for the coming four years. Ensure your right to VOTE. Check the voters list at www.voterlookup.ca.

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 are (top, from left) Amy Brazeau, Clem Paradis, David Unrau, Dawn Recoskie, Jason Godin, Karen Mohns, Kirstin Beaudet, (bottom) Levi Junop, Mitchell Turcotte, Ryan Tabram, Simon Brooks, Teddy Suckow, and Tim Allen. Photos by Peter Moss

Town of Petawawa Service Awards

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

20 years : Tim Allen

15 years : Simon Brooks

8 years : David Unrau

5 years : Kirstin Beaudet, Amy Brazeau, Jason Godin, Levi Junop, Dawn Recoskie, Teddy Suckow, Ryan Tabram, Mitchell Turcotte

Retirements

- Karen Mohns retired in December with 38 years of service with the Parks and Recreation Department.
- Clem Paradis retired after 12 years of service with the Petawawa Volunteer Fire Department, the latter of which Clem served as Chief Fire Prevention Officer.



Petawawa is very excited about the opening of the new **Petawawa Sports & Entertainment Hall of Fame** which will honour residents of Petawawa who have excelled in the areas of sports or entertainment or made significant contributions in a builder's capacity.

The first six inductees will be announced in the spring of 2018 and the first official induction ceremony will take place on Friday, June 15, 2018 at the Petawawa Civic Centre.

The Hall of Fame will be situated in the Petawawa Library hallway.



Municipal Election October 22, 2018

WHO MAY VOTE?

Any person who on **Voting Day** meets the following qualifications is eligible to vote:

- ✓ **Is a Canadian Citizen;**
- ✓ **Is at least 18 years old on Voting Day;**
- ✓ **Resides in the municipality or is the owner, tenant, or spouse of the owner or tenant of land; (this includes residents who live on the north and south side of Garrison Petawawa)**
- ✓ **Any person not prohibited, by law, from voting.**

2018 is an election year for all municipalities in Ontario.

Voting Day is on **Monday, October 22, 2018**. This is the day that Petawawa residents will elect their **Mayor, Councillors and School Board Trustees**.

We encourage you to participate in the municipal election process as voting is a fundamental right of our democracy and you are also ensuring your support for those candidates who share your vision for your community and who will be representing your interests for the next four years.

For this election the Town of Petawawa will be using the alternative voting methods of **Internet** and **Telephone**. It is very important that our **Voters' List** be as accurate as possible to ensure that all eligible voters receive their **PIN #** to vote electronically.

Residents will be able to vote electronically anytime during the **Voting Period** (10:00 a.m. on Friday, October 12, 2018 until 8:00 p.m. on Monday, October 22, 2018).

Residents not wishing to vote electronically will be able to cast a paper ballot on **Advance Voting Day** (Saturday, October 13, 2018) and on **Voting Day** (Monday, October 22, 2018) at the Town of Petawawa Municipal Office, 1111 Victoria Street.

Voters should ensure that their names and relevant information are correctly shown on the Voters' List.

Not sure if you're on the Voters' List? Visit **www.voterlookup.ca** or call 613-687-5536 and speak with the Returning Officer or designate.

For further information regarding the municipal election or how to be a candidate in the election please visit our website at **www.petawawa.ca**.



Reminders from PLANNING AND DEVELOPMENT

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.

POOL & FENCE

By-Law 378/06

A pool fence permit must be obtained for swimming pools in excess of 18 inches (45 cm) in depth.

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.

Contact 613-687-5536 and speak with a Building Official.

PORTABLE GARAGES

Zoning By-Law 456/07

Portable garages are **NOT** allowed in the Town of Petawawa.

"...3.3.9 Portable garages shall be PROHIBITED in all zones..."

Section 2.156 PORTABLE GARAGE means a supporting metal or wood framework with a fabric cover made of canvas, nylon, clear plastic or similar material for the storage of one or more vehicles and storage of household equipment incidental to the residential occupancy

Building Permits are required if:

- ✓ 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

Emergency preparedness starts with you
make a plan
Customize your plan
based on your individual needs
ontario.ca/beprepared

Emergency Preparedness Week May 6-12, 2018

Emergency Preparedness Week (EP Week) is an annual event that takes place the first full week of May. This national event is coordinated by Public Safety Canada, in close collaboration with the provinces, territories and partners.

Last year's theme was Plan. Prepare. Be Aware. The campaign was aimed to help Canadians take action to protect themselves and their families during emergencies. Working together with community leaders, first responders, non-government organizations and all levels of government, we can build a more resilient and safer Canada.

Here we grow again!

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

• Petawawa Pantry • Spaws for Paws • Millbrook Tactical
• Starbucks • Glenenergy • Valley Smokehouse • GearHeads
• Marijuana for Trauma • Harvey's Swiss Chalet • CANEX
• Dollarama • Pembroke Mitsubishi • CannaConnect

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

PETAWAWA: 1-800-267-8097

SERVICES OFFERED:

• Driver and Vehicle • Health • Photo Identification



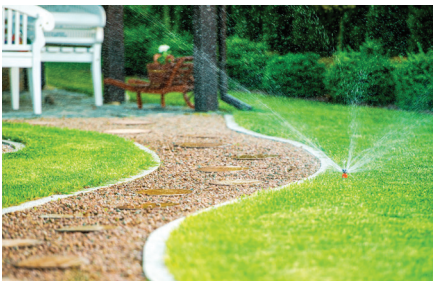


BURNING By-Law 294/04

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 – CO and smoke alarms will be tested to ensure that they are functional prior to the issuing of the permit.

Zero Tolerance will be enforced for those who burn without a permit. Charges will be laid.



WATER USE NOTICE

By-Law 293/04

Outdoor watering is permitted **ONLY** between

6:00 to 9:00 a.m. (morning)

AND

6:00 to 9:00 p.m. (evening)

Addresses ending in an even number (eg. 2-4-6) can water on even days.

Addresses ending in an odd number (eg. 1-3-5) can water on odd days.

Contravention could result in a substantial fine.

The following regulations shall apply with respect to recreational fires:

- ✓ No materials other than commercially produced charcoal, briquettes or clean, dry seasoned wood may be burned.
- ✓ Recreational fire pits shall be no larger than two (2) feet (61 cm) by two (2) feet (61 cm) in size by eighteen (18) inches (45 cm) in height.
- ✓ When a commercial, non-combustible appliance is authorized and used for recreational fire, a non-combustible base must be placed under the appliance to prevent any heat/fire transfer to the base material.
- ✓ The dimension of the fuel being burnt shall not be greater than the size of the container or fire pit and shall be totally confined within the container or pit at all times.
- ✓ A recreational fire pit shall be confined to a location that provides for a minimum distance of three (3) metres from adjacent properties.
- ✓ Recreational fires shall be confined to an area that is a minimum of three (3) metres from combustible structures or objects in all directions, including overhead. Commercially non-combustible appliances and/or fabricated appliances may reduce clearances with utilization of non-combustible materials.
- ✓ An effective extinguishing agent of sufficient size and with the capability of extinguishing the fire shall be at the site of the burning and be immediately available for use.
- ✓ Recreational fires shall be attended, controlled and supervised at all times and shall be completely extinguished before the fire site is vacated.

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.

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.

PAAC: Let us help you navigate your community



*Listen to the silence
Spend a day in my chair
Feel your way through my darkness
You could find yourself there...*

Anyone of us could find ourselves in those circumstances at any time in our lives, either temporarily or permanently. Anyone of us could benefit from a caring community that promotes accessibility and inclusiveness.

Since its inception, in 2003, the Petawawa Accessibility Advisory Committee (PAAC) has identified and advocated significant changes to our municipally owned infrastructure, so that anyone with accessible needs can be welcome and comfortable in this community. The progress has been methodical, but year upon year the improvements are being realized. You can now dip your toes in the Ottawa River, thanks to the Mobi-Mat at

Petawawa Point Beach, and enjoy accessible play features at the Civitan Playland and Centennial parks, including universal washrooms and picnic facilities. Accessible parking improvements, entrance accesses, elevator upgrades at the Civic Centre, new transaction equipment, upgraded lighting and signage are but a few of the many improvements that have been realized.

Our committee continues to review and provide input on new build site plans to ensure accessible compliance. The Ontario deadline for an accessible province is 2025, only 7 years away, if you want to help us navigate and reach that goal, we welcome your knowledge and expertise.

Sheila Clarke,
PAAC Chairperson 2017-2018



madd smartwheels

Our Elementary School Program is going mobile with this new travelling classroom. Visit us at Showcase on Friday, April 27 and learn more about the harmful risks associated with alcohol, drug use and impaired driving. For further information visit: www.madd.ca



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

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.



Petawawa Salutes Its Veterans

Bruce Westgarth joined the Canadian armed forces in 1942 at 18. Bruce was posted to the 17th Duke of York Royal Canadian Hussars, 7th Recce Regiment as a gunner/radio operator in a Daimler Armoured Car. Bruce landed on Juno Beach two weeks after D-Day and fought his way across France, Holland and Germany getting knocked out of his armoured car three times. After the war he reenlisted with the RCDs in Petawawa and retired as a Warrant Officer.



Bruce Westgarth

On the 70th anniversary of the allied forces landings in Normandy, Bruce received the highest military honour the Government of France bestows on foreign soldiers; the Legion of Honour

In April 1941, at 15, Leo Perrone signed up for the Merchant Marines. For the next four years he made 12 transatlantic crossings carrying essential war time cargo to England. In March 1944, Leo enlisted with the Canadian Army, a fortunate decision, since the cargo vessel he had previously sailed with, Ruth 1, was torpedoed by a German U-boat and sank in the Atlantic. In 1953 Leo transferred to the Royal Canadian Regiment and was deployed to Korea where he served as a reconnaissance scout for the remainder of the Korean War. Leo returned to Canada and was stationed in Petawawa until 1973 when he retired from the military as a Master Corporal. During his military career Leo was awarded the 1939-1945 Star, France and Germany Star, Canadian Volunteer Service Medal, Peacekeeping Medal, Korea medal, Canadian Centennial Medal and Canadian Forces Decoration.



Leo Perrone

The Petawawa Town Times plans to continue saluting its veterans in future issues, if you know a family member, relative or friend who is a long-time resident of Petawawa and served overseas in any of Canada's conflicts, please send a picture and brief story to Christine Mitchell (cmitchell@petawawa.ca) and we may feature that veteran in a future issue. Thank you.