



**Town of Petawawa**  
**Council-In-Committee Meeting Minutes**  
**July 10, 2023 at 6:30 p.m.**

**Present:**

Mayor Gary Serviss  
Deputy Mayor Theresa Sabourin  
Councillor James Carmody  
Councillor Lisa Coutu  
Councillor Karen Donovan  
Councillor Adam Driscoll  
Councillor Murray Rutz

**Also Present:**

Colin Howard, Clerk  
Jenna Wouters, Senior Landscape Architect, WSP Canada Inc.  
Mark Reinert, Parks & Recreation Facilities Supervisor  
Craig Proulx, Acting Fire Chief  
Karen Cronier, Director of Planning and Development  
Chris Mantha, Manager of Public Works  
Annette Mantifel, Treasurer  
Wayne Bando  
Luke Notman, myFM

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**

1. Radtke Estates Trail Concept and Implementation Plan – Jenna Wouters, Senior Landscape Architect, WSP Canada Inc.

Mark Reinert, Parks & Recreation Facilities Supervisor, welcomed Jenna Wouters, Senior Landscape Architect for WSP Canada Inc.

Ms. Wouters presented the overall concept plan, design elements, trail amenities and associated infrastructure for the Radtke Estates Trail Plan. Ms. Wouters commented on areas of opportunities and constraints that were observed during a site visit conducted on April 17, 2023 which helped aid in the proposed trail network for the concept plan. Ms. Wouters also commented on proposed parking, safety and security, trail signage and wayfinding, trail infrastructure such as lookout areas and boardwalks, and on the implementation phasing and preliminary costing for the project.

Members of Council discussed the trail infrastructure, concept design and asked questions of the presenter.

Mayor Serviss, on behalf of Council, thanked Ms. Wouters for her presentation.

## **Community Services**

### 1. Activity Report – June 2023

Mark Reinert provided an overview of the various services, programs and rental activities realized over the month of June. Mr. Reinert commented on staff training on Smart Serve Recertification, Certified Playground Inspection training and Renfrew County Inclusion training. Mr. Reinert also commented on the success of the Civic Centre Days celebrations and the Algonquin Trail 10K Race, and he remarked on the great participation received for these events.

**Moved by Theresa Sabourin**

**Seconded by Murray Rutz**

That the Community Services monthly report for June be accepted as information.

**Carried**

### 2. CS-07-2023 – Civic Centre Outdoor Sport Lighting Strategy

Mark Reinert provided an overview of the report. Mr. Reinert reported on the plan to phase in the lighting upgrades over the next two years and highlighted the increased cost these projects will have on the department.

**Moved by Adam Driscoll**

**Seconded by Lisa Coutu**

That Council provides direction to staff based on staff recommendations for the funds remaining from the tennis and arena lighting projects to proceed with the tennis lighting project in 2023 using our current public tendering process.

**Carried**

3. Community Services Budget Report

Received for information.

**Fire Department**

1. Activity Report – June 2023

Craig Proulx, Acting Fire Chief, provided an overview of the monthly report, referencing incident responses, fire prevention activities, residential smoke alarm and open air permits, platoon training focusing on structural firefighting, specialty training on the continuation of provincial mandatory certification and Fire Officer Level 1 training for two members of the department.

**Moved by Murray Rutz**

**Seconded by Karen Donovan**

That the Fire Department activity report for June be accepted as information.

**Carried**

2. Fire Protection Budget Report

Received for information.

**Planning and Development**

1. Building Activity Report – June 2023

Karen Cronier, Director of Planning and Development, presented the monthly report.

**Moved by Lisa Coutu**

**Seconded by Theresa Sabourin**

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

**Carried**

2. PL-09-2023 – McCrea Black Bay Quarry, Part of Lots 11, 12 and 13, Concession 4 – Request to Extend Summers Road

Karen Cronier provided an overview of the report.

**Moved by Theresa Sabourin**

**Seconded by Adam Driscoll**

That Council agree in principle to the proposed extension of Summers Road to allow an access/entrance to the McCrea lands subject to the establishment of Town conditions that may include but not be limited to the entering into a development agreement setting out the applicable standards for the road construction/extension, a road maintenance agreement and any other requirements that may be determined through the consultation process.

**Carried**

3. PL-10-2023 – Consent Application B184/22 – Richard and Diana Dawe, Part Lot 3, Range B, 495 Biesenthal Road

Karen Cronier provided an overview of the report. The purpose and effect of the application is to sever a 1.92 ha (4.74 acres) residential lot with a frontage of 152 metres, leaving the retained lands with approximately 21.2 metres of frontage and an area of 6.5 hectares. The consent application proposes the continued operation of a kennel business on the retained lands.

Received for information.

4. Budget Reports (Planning, Building, and Economic Development)

Received for information.

### **Public Works**

1. Public Works Budget Report

Received for information.

2. Sewage System Budget Report

Received for information.

3. Waterworks Budget Report

Received for information.

### **Finance and Management**

1. Accounts Payable – June 2023

Annette Mantifel, Treasurer, presented the report.

**Moved by Murray Rutz**

**Seconded by Karen Donovan**

That the general cheque #'s 399 to 673 in the amount of \$5,714,571.37 be passed by Council and paid by the Treasurer.

**Carried**

2. ADMIN-16-2023 – Animal Control By-law Enforcement Activity Report – June 2023

Colin Howard, Clerk, provided an overview of the monthly report.

**Moved by Lisa Coutu**

**Seconded by Theresa Sabourin**

That Council receives the Animal Control/By-law Enforcement monthly activity report for June as information.

**Carried**

3. ADMIN-17-2023 – Equity, Diversity and Inclusion Committee Flag Raising Policy

Colin Howard presented the report.

**Moved by Lisa Coutu**

**Seconded by Theresa Sabourin**

That Council supports and adopts the implementation of the Community Flag Policy brought forward by the Equity, Diversity and Inclusion Advisory Committee. And that a by-law be brought forward at the next Council meeting to formally adopt the policy.

**Carried**

4. Budget Reports (Administration, Animal Control/By-law Enforcement, and Council)

Received for information.

**General Matters**

There was nothing to report.

**Closed Meeting**

There was no closed meeting.

**Adjournment**

**Moved by Murray Rutz**

**Seconded by Karen Donovan**

That the meeting be adjourned.

**Carried**

The meeting adjourned at 9:17 p.m.

Signature of the Clerk (Original Signed)