



Town of Petawawa
Council-In-Committee Meeting Minutes
April 28, 2025 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:

Scott Randolph, CAO
Colin Howard, Director of Legislative Services/Clerk
Craig Proulx, Acting Fire Chief
Colin Coyle, Manager of Recreation, Culture and Tourism
Melanie Scheer, Director of Planning and Development
Chris Mantha, Director of Public Works
Dawn Recoskie, Coordinator of Public Works and Fire Services
Noah Boyes, Senior Planner
Chico Traclet
Gary Taylor

The Council-In-Committee meeting was opened by the Mayor at 6:30 p.m.

Land Acknowledgement

The land acknowledgement including a Truth and Reconciliation Commission Call to Action was read.

Disclosure of Pecuniary Interest

There were no disclosures of pecuniary interest.

Presentation

1. Local Immigration Partnership – Kate Monahan and Gabriella Salera

Mayor Serviss welcomed and introduced Kate Monahan and Gabriella Salera from Local Immigration Partnership (LIP) to the Council-In-Committee meeting. Ms. Monahan and Ms. Salera thanked the Mayor and Council members for the opportunity to speak at tonight's meeting and share collaboration initiatives on future ways to partner and promote local immigration and awareness across the County.

Ms. Salera highlighted the formation of a municipal-level guiding committee that can provide feedback to LIP on where improvements can be made and support in the promotion, distribution and implementation of the Inclusion Charter and Welcome Package for new residents to Towns within the County of Renfrew.

A discussion occurred around next steps and Councillor Lisa Coutu confirmed that the Town's Equity, Diversity and Inclusion Advisory Committee will work with LIP on the formation of the guiding committee and take the lead to make our community more inclusion and welcoming.

Mayor Serviss on behalf on Council thanked Ms. Monahan and Ms. Salera for their presentation.

Fire and Emergency Services

1. Monthly Activity Report

Craig Proulx, Acting Fire Chief, provided an overview of the report. Acting Fire Chief Proulx commented on recent meetings attended by staff during the month on significant weather events which occurred in March, and he referenced recent incident responses, fire prevention activities, and he updated the residential smoke alarm and open-air permits. Acting Fire Chief Proulx reported on the platoon training which focused on open water rescue and advanced boat systems and specialty training for the month which focused on 11 personnel completing their NFPA certification training and NFPA Hazmat Awareness training.

Moved by Murray Rutz

Seconded by James Carmody

That the Fire and Emergency Services monthly report be accepted as information.

Carried

2. FD-01-2025 – Agreement for the Renewal of the Provision of Communication Services to the County of Renfrew Fire Services

Acting Fire Chief Proulx provided an overview of the report. Acting Chief Proulx commented on the renewal agreement with the County of Renfrew and the Ministry of Health, on behalf of the Town and other lower-tier municipalities, for the provision of call taking, call alerting and/or dispatching for 911 fire emergency calls in the Town of Petawawa.

Mayor Serviss stated that Council will receive the report for information.

Recreation, Culture and Tourism

1. Monthly Activity Report

Colin Coyle, Manager of Recreation, Culture and Tourism, provided an overview of the various services, programs and rental activities realized over the month of March. Colin Coyle reported on recent staff achievement, and he commented on the kinder and junior summer camps selling out in minutes once again this year. Mr. Coyle also reported on the success of recent events held at the Senior's Centre, which has seen attendance increase steadily for all events. Mr. Coyle also reported on the recent grant application that was submitted for the Green Jobs Initiative for the Community Ambassador position.

Moved by Murray Rutz

Seconded by Karen Donovan

That the Recreation, Culture and Tourism monthly report be accepted as information.

Carried

Planning and Development

1. PL-15-2025 – Additional Residential Units – Updated Zoning Provisions

Melanie Scheer, Director of Planning and Development, and Noah Boyes, Senior Planner, provided an overview of the report.

Moved by Lisa Coutu

Seconded by Theresa Sabourin

That Council directs staff to bring forward a by-law amending the zoning provisions for additional residential units in Comprehensive Zoning By-law 456/07, as amended, as presented in Attachment 3.

Carried

Moved by James Carmody

Seconded by Karen Donovan

That Council, in accordance with Section 34(17) of the *Planning Act*, determines that no further notice is required.

Carried

Public Works

1. PW-10-2025 – Off-Road Vehicle By-law 1597/23 – Phase 3 Survey Review

Dawn Recoskie, Coordinator of Public Works, and Chris Mantha, Director of Public Works, provided an overview of the report.

Moved by James Carmody

Seconded by Adam Driscoll

That Council provides direction to staff to amend By-law 1597/23 as follows:

That ORV access be permitted on the nine (9) urban roads with raised curbs: Albert Street, Canadian Forces Drive, Civic Centre Road, Island View Drive, Murphy Road [from Petawawa Boulevard to Doran Road], Portage Road [from Petawawa boulevard to Dustin Drive], Town Centre Boulevard, Volunteer Way, and Wolfe Avenue [from Victoria Street, around curve, to snowplow turn-around]; and

That ORV access be restricted on the following roads: Garwin Street [portion south-west of Petawawa Boulevard], Leeder Lane, Len Hopkins Drive, Paquette Road, Petawawa Boulevard [from 2991 Petawawa Boulevard north-west to Paquette Road], Sharon Street [portion south-west of Petawawa Boulevard], and Water Tower Road; and

That ORV access be permitted on the full list of urban roads east of Highway 17 as indicated in Report PW-10-2025; and

That Appendix “A” and Appendix “B” be amended as outlined in Report PW-10-2025.

Carried

Legislative Services

1. Monthly Activity Report

Colin Howard, Director of Legislative Services/Clerk, provided an overview of the report.

Moved by Murray Rutz

Seconded by Karen Donovan

That the Legislative Services monthly report be accepted as information.

Carried

General Matters

1. Draft Letter to Minister of Municipal Affairs and Housing – Strong Mayor Powers

Mayor Serviss commented on the proposed draft letter and resolution regarding the Town's opposition to Strong Mayor Designation Powers.

Moved by Theresa Sabourin

Seconded by Lisa Coutu

That Council supports the correspondence letter and resolution opposing the Strong Mayor Powers for the Town of Petawawa.

Carried

Closed Meeting

Moved by Lisa Coutu

Seconded by James Carmody

That the meeting be closed pursuant to Section 239 (2) (b) and (c) of the *Municipal Act, 2001, S.O. 2001, c.25*, as amended, to discuss personal matters about an identifiable individual, including municipal or local board employees and to discuss a proposed or pending acquisition or disposition of lands by the municipality or local board.

Carried

Council went into closed session at 8:49 p.m.

Council reconvened to open session at 9:31 p.m.

Business Arising From Closed Session

A closed meeting was held. Council discussed a personnel matter involving the appointment of a new Petawawa Business Advisory Network committee member and proposed options for the disposition of land by the municipality. Direction was also provided to the CAO on a matter of land acquisition.

Council voted on the following resolution in open session:

Moved by Murray Rutz

Seconded by Karen Donovan

That Council considers selling available non-buffered land, identified as Lot 2 in the Industrial Park Concept Plan, to the owner of the existing P.J.L Investments (Storage Nation) business at \$15,000 per acre, to be determined by survey.

Carried

Moved by Theresa Sabourin

Seconded by James Carmody

That Council supports the acquisition of Part of Lot 5, Lake Range, Town of Petawawa, more particularly described as Part 9 on Reference Plan 49R-17493, from Josh and Linda Van Hoof at a purchase price of \$2.00 and the incorporation of the subject land into the municipal road system.

Carried

Moved by Murray Rutz

Seconded by Adam Driscoll

That Council approves the appointment of Lindsay Buszchak to the Petawawa Business Advisory Network for the remainder of the term concurrent with Council.

Carried

Adjournment

Moved by Adam Driscoll

Seconded by Karen Donovan

That the meeting be adjourned.

Carried

The meeting adjourned at 9:36 p.m.

Signature of the Clerk (Original Signed)