



Town of Petawawa
Council-In-Committee Meeting Minutes
March 24, 2025 at 6:30 p.m.

Present:

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

Regrets:

Councillor Karen Donovan

Also Present:

Scott Randolph, CAO
Colin Howard, Director of Legislative Services/Clerk
Jamie Knott, Acting Deputy Fire Chief
Colin Coyle, Manager of Recreation, Culture and Tourism
Christine Leon, Director of Finance
Melanie Scheer, Director of Planning and Development
Joanne Schimmens, Seniors Recreation Programmer
Noah Boyes, Senior Planner
Todd Clarke
Lynn Davenport

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.

Public Meeting

1. Zoning By-law Amendment to update the Town's Additional Residential Unit zoning provisions to conform with changes to the Planning Act and the Town of Petawawa Official Plan

The Public Meeting was opened by the Mayor at 6:32 p.m. Noah Boyes, Senior Planner, advised that Notice of the Public Meeting had been provided as required under the *Planning Act*. Two written submissions were received from Enbridge Gas Inc. and Jp2g Consultants Inc. Enbridge Gas had no concerns regarding the application and Jp2g Consultants felt the Town could have been less restrictive and suggested the following:

- Overall, the provisions be less restrictive and more flexible to encourage additional residential units
- The requirement for additional residential units to be “subordinate” to a primary dwelling unit be removed, as proportional unit size restrictions create a barrier to developing additional units
- An additional residential unit be permitted to be constructed on a lot before the primary building, without requiring the approval of a minor variance
- An additional residential unit be permitted on the second storey of a detached structure (e.g. above a detached garage)
- When standards reference the rural zone, they should instead refer to privately serviced lots, as there are many rural residential lots in the Town Zoned R1
- The provisions are reorganized for clarity, categorizing based on whether they apply to full/partial/private services and attached /detached
- Removing the “Dwelling per lot” section of the zoning by-law entirely, as it is outdated
- Removing the minimum dwelling unit size provisions throughout the entire zoning by-law (not just for ARU’s), as they are similarly outdated.

Noah Boyes confirmed that staff met with Jp2g Consultants and had a productive discussion about their suggestions and staff we address them in a future report to Council. No other written submissions were received.

Noah Boyes explained the purpose and effect of the proposed zoning by-law amendment is to update the provisions of Zoning By-law 456/7 that relate to additional residential units (formerly known as second dwelling units). The purpose of this Town initiated amendment is update the Town’s additional residential unit zoning provisions to conform with changes to the Planning Act

and the Town of Petawawa Official Plan. The proposed changes include, but are not limited to, changes to definitions and terminology, parking, requirements for lot area, lot coverage, yard setbacks and building height.

Mayor Serviss asked to hear comments from members of the public. No one from the public came forward to speak on the zoning by-law amendment. There were no comments from members of Council.

Noah Boyes then explained the appeal process to those present.

Mayor Serviss declared the Public Meeting closed at 6:38 p.m.

Fire and Emergency Services

1. Monthly Activity Report

Jamie Knott, Acting Deputy Fire Chief, provided an overview of the report. Acting Deputy Fire Chief Knott commented on recent meetings attended by staff during the month on significant weather events which occurred in February, and he referenced recent incident responses, fire prevention activities, and he updated the residential smoke alarm and open-air permits. Acting Deputy Fire Chief Knott reported on the specialty training for the month which focused on ice water rescue.

Moved by Murray Rutz

Seconded by James Carmody

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

Carried

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 February. Colin Coyle reported on recent staff achievement, and he congratulated Joanne Schimmens on her successful completion of her probationary period and for the excellent work she has been doing over at the Senior Centre. Mr. Coyle also reported on the success of two recent events, the Coffeehouse Concert and Adult Trivia Night, both of which saw excellent attendance.

Moved by Theresa Sabourin

Seconded by Lisa Coutu

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

Carried

Planning and Development

1. PL-11-2025 – Town of Petawawa Development Summit

Melanie Scheer, Director of Planning and Development, provided an overview of the report.

Moved by Murray Rutz

Seconded by Adam Driscoll

That Council accepts this report as information.

Carried

2. PL-12-2025 – Update of Fence By-law

Melanie Scheer provided an overview of the report.

Moved by Murray Rutz

Seconded by James Carmody

That Council directs staff to proceed with the updated Fence By-law as proposed in Attachment #1.

Carried

Finance

1. FIN-11-2025 – 2024 Council and Committee Remuneration

Christine Leon, Director of Finance, provided an overview of the report.

Moved by Lisa Coutu

Seconded by James Carmody

That the report numbered FIN-11-2025 entitled “2024 Council and Committee Remuneration” be received as information.

Carried

2. FIN-12-2025 – 2024 Annual Development Charges Statement

Christine Leon provided an overview of the report.

Moved by Theresa Sabourin

Seconded by Lisa Coutu

That the Development Charges Treasurer’s Statement 2024 as required under Section 43 (1) of the *Development Charges Act, 1997, S.O. 1997* and Ontario Regulation 82/98 be received; and

That Council accepts the Treasurer’s declaration that the Town complies with Section 59.1 (1) of the *Development Charges Act, 1997* and that the Treasurer’s Statement is made available on the Town’s website or upon request.

Carried

Economic Development

1. ED-07-2025 – Community Improvement Plan for 3454 Petawawa Boulevard

Scott Randolph, CAO, on behalf of Christine Mitchell, Manager of Economic Development, provided an overview of the report.

Moved by Lisa Coutu

Seconded by James Carmody

That Council, under the Community Improvement Plan adopted by By-law 1441/21, enter into the necessary funding agreement with the commercial property at 3454 Petawawa Boulevard for the following CIP financial incentive program:

- Up to \$1,500.00 under the Signage Grant

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 Lisa Coutu

That the Legislative Services monthly report be accepted as information.

Carried

General Matters

There was nothing to report.

Closed Meeting

There was no closed meeting.

Adjournment

Moved by Lisa Coutu

Seconded by James Carmody

That the meeting be adjourned.

Carried

The meeting adjourned at 7:33 p.m.

Signature of the Clerk (Original Signed)