



**Town of Petawawa  
Council-In-Committee Meeting Minutes  
August 19, 2025 at 6:30 p.m.  
Silver Threads Seniors Centre**

**Present:**

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

**Regrets:**

Councillor Adam Driscoll

**Also Present:**

Colin Howard, CAO/Deputy Clerk  
Kate Bennett, Legislative Services Coordinator  
Jamie Knott, Acting Deputy Fire Chief  
Colin Coyle, Manager of Recreation, Culture and Tourism  
Chris Mantha, Director of Public Works  
Christine Mitchell, Manager of Economic Development  
Melanie Scheer, Director of Planning and Development  
Trevor Woodtke, Asset/Energy Management Coordinator  
Noah Boyes, Senior Planner  
Kristen Niemi, Director of Education, RCDSB

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.

## **Presentations**

1. Renfrew County District School Board Outdoor Learning Project – Kristen Niemi, Director of Education, RCDSB

Kristen Niemi, Director of Education, presented the outdoor learning project. The RCDSB has partnered with Re-Nature Foundation to design and install outdoor learning spaces in 19 elementary schools across Renfrew County. The space will support experiential and inquiry-based learning. The focal points and zones are framed by trees, which provide shade, habitat, and the living backdrop for the spaces. Re-Nature will apply for and access various grants, with RCDSB as a partner, to support the project.

The RCDSB requested support from Council in applying for the Growing Canada's Community Canopies (GCCC) program through the Federation of Canadian Municipalities (FCM) by submitting a letter of intent and adopting a resolution of support to submit with their grant application. There is no cost to the municipality.

Mayor Serviss, on behalf of Council, thanked Kristen Niemi for her thorough presentation.

### **Moved by Murray Rutz**

### **Seconded by James Carmody**

Whereas, Council of the Corporation of the Town of Petawawa has the following interest: Improving our schoolyards by creating learning spaces and tree canopy environments.

And Whereas, the Re-Nature Foundation is undertaking the Canadian Re-Nature School Program, which will be building outdoor learning spaces and planting trees at the elementary schools in the Renfrew County District School Board.

Now Therefore Be It Resolved, that Council of the Corporation of the Town of Petawawa acknowledges that the Re-Nature Foundation is applying for a funding opportunity from the Federation of Canadian Municipalities' "Growing Canada's Community Canopies" initiative for the Canadian Re-Nature School Program, which will be building learning spaces and planting trees at the elementary schools in the Renfrew County District School Board, in partnership with the Town of Petawawa.

Council of the Corporation of the Town of Petawawa also recognizes that the lifetime contribution from the "Growing Canada's Community Canopies" initiative will not exceed \$10 million for tree planting within our municipality, inclusive of a maximum contribution of \$1 million for infrastructure activity costs, and that if approved this project will be counted towards that limit.

**Carried**

### **Fire and Emergency Services**

#### **1. Monthly Activity Report**

Jamie Knott, Acting Deputy Fire Chief, provided an overview of the report. ADFC Knott reported 17 incidents for the month of July, including a downed hydro line, elevator rescue, and a water leak on Elmer Avenue. ADFC Knott highlighted the monthly platoon training of 32 personnel focusing on pump operations and specialty training of 11 personnel on the introduction to SharePoint. ADFC Knott commented on recent public safety messages the department has posted on the Town's website on beach safety, heat warning and special air quality.

**Moved by Theresa Sabourin**

**Seconded by Lisa Coutu**

That the Fire and Emergency Services monthly activity 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 July. Mr. Coyle commented on the Ontario Seniors Community Grant which was awarded to the Town in the amount of \$23,221.15 and on the successful submission of the Enhancing Access to Space for Everyone (EASE) grant application.

**Moved by Lisa Coutu**

**Seconded by James Carmody**

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

**Carried**

### **Public Works**

#### **1. Monthly Activity Report**

Chris Mantha, Director of Public Works, and Trevor Woodtke, Asset/Energy Management Coordinator, provided an overview of the monthly activity report. Mr. Mantha highlighted the capital works program and commented on the status of the Town Hall renovations, the Civic Centre parking lot, and the Norman Street In/Out project. Mr. Mantha also commented on the completed Public Works office expansion with the only outstanding item being the installation of permanent fencing and the installation of a memorial plaque for the building.

**Moved by Karen Donovan**

**Seconded by Theresa Sabourin**

That the Public Works monthly activity report be accepted as information.

**Carried**

### **Economic Development**

#### **1. Monthly Activity Report**

Christine Mitchell, Manager of Economic Development, provided an overview of the monthly report. Ms. Mitchell highlighted new business development in Petawawa that was circulated for Water Depot Petawawa, Relocation by Laura, BarBurrito, and home-based businesses Cash Flow & Crayons, Boots & Bites Bakery, and Whimsy Kids Boutique. Ms. Mitchell commented on several business engagements that were addressed in July, and she commented on the status of the Petawawa Letter Sign Project.

**Moved by Murray Rutz**

**Seconded by James Carmody**

That the Economic Development monthly activity report be accepted as information.

**Carried**

#### **2. ED-16-2025 – Business Retention & Expansion Program Findings**

Christine Mitchell presented the Business Retention and Expansion Program findings, and she highlighted the key findings from the summary and the survey feedback which indicated a strong demand for enhanced transportation services, a broader range of retail options, increased entertainment venues and more sit-down restaurants in Petawawa.

**Moved by Karen Donovan**

**Seconded by Lisa Coutu**

That Council receives the Business Retention and Expansion (BR&E) presentation for information and uses the outcomes as a long-term planning tool to guide and inform future Council decisions and staff implementation.

**Carried**

### **Planning and Development**

#### **1. Monthly Activity Report**

Melanie Scheer, Director of Planning and Development, provided an overview of the monthly report. Ms. Scheer presented the list of active planning applications and the July building permit statistics.

**Moved by Theresa Sabourin**

**Seconded by Murray Rutz**

That the Planning and Development monthly activity report be accepted as information.

**Carried**

2. PL-24-2025 – Zoning By-law Amendment Z184 (Dagg/Thompson), 2337C Petawawa Boulevard, Part of Lot 7 Range B

Melanie Scheer presented the report.

**Moved by Karen Donovan**

**Seconded by Murray Rutz**

That in accordance with Section 34(17) of the *Planning Act*, Council determines that no further notice is required for zoning by-law amendment file number Z184.

**Carried**

3. PL-25-2025 – Site Plan Application – 1000641604 Ontario Inc., Part of Lot 23, Concession 6, being Block 10 on Plan 49M-68, Winston Avenue

Melanie Scheer presented the report.

**Moved by Lisa Coutu**

**Seconded by Theresa Sabourin**

That Council supports site plan approval for 1000641604 Ontario Inc. on condition that the Owner enters into a site development agreement with the Town.

**Carried**

4. PL-26-2025 – Draft Clean Yards and Property Standards By-laws

Melanie Scheer and Noah Boyes, Senior Planner, presented the report.

**Moved by Murray Rutz**

**Seconded by Lisa Coutu**

That Council provides feedback to staff regarding the draft Clean Yards By-law as follows:

- Permitting one (1) inoperative vehicle on a residential property with a defined time limit associated with it remaining parked
- Permitting up to ten (10) inoperative vehicles on a rural property providing all vehicles are out of view from the public
- Implementing a quantitative limit for the maximum height of lawn to be 20 cm or 8 inches

**Carried**

**Moved by Theresa Sabourin**

**Seconded by Karen Donovan**

That Council supports the draft Property Standards By-law as presented.

**Carried**

## **Legislative Services**

### **1. Monthly Activity Report**

Colin Howard, CAO/Deputy Clerk, provided an overview of the report. Mr. Howard highlighted various calls for service from animal control and municipal by-law enforcement officers over the month of July. Mr. Howard reported on recruitment and job posting activities, and highlighted statistics regarding commissioner of oaths, marriage licences, and community flag requests.

**Moved by Theresa Sabourin**

**Seconded by Lisa Coutu**

That the Legislative Services monthly activity report be accepted as information.

**Carried**

## **General Matters**

There was nothing to report.

## **Closed Meeting**

There was no closed meeting.

## **Adjournment**

**Moved by Murray Rutz**

**Seconded by Lisa Coutu**

That the meeting be adjourned.

**Carried**

The meeting adjourned at 9:01 p.m.

Signature of the Deputy Clerk (Original Signed)