



Town of Petawawa
Council-In-Committee Meeting Minutes
May 26, 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
Ted Marcotte, Manager of Civic Properties
Colton Kyle
Kristan Schruder
Maureen Davis

The Council-In-Committee meeting was opened by the Mayor at 6:33 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 rezone a portion of the subject lands from ("Rural-Exception Twenty (RU-E20)" to "Residential One-Holding (R1-h)", Part of Lot 18, Concession 7, in the Town of Petawawa

The Public Meeting was opened by the Mayor at 6:35 p.m. Melanie Scheer, Director of Planning and Development, advised that Notice of the Public Meeting had been provided as required under the *Planning Act*.

The following written comments were received during the commenting period. Enbridge Gas did not object to the application but reserved the right to amend or remove development conditions. TransCanada Pipelines Limited asked whether concept plans were submitted, but that a future plan of subdivision submission is anticipated. TransCanada Pipelines confirmed that they have no concerns but requested a copy of the decision.

Mayor Serviss asked the planner to explain the purpose of the zoning amendment. Ms. Scheer explained the purpose of the amendment is to rezone a portion of the subject lands from Rural – Exception Twenty (RU-E20) to Residential One – Holding (R1-h). The proposed holding zone will prohibit development until a draft plan of subdivision on municipal water and sewer is approved. The amendment is a condition of approval for consent file B116/24, and if approved, the zoning by-law amendment will facilitate the severance of approximately 30 acres for a future plan of subdivision.

Melanie Scheer then explained the appeal process to those present.

Mayor Serviss asked to hear comments from members of the public. Kristan Schruder commented on concerns around the environmental impacts, travel in the area relating to increased heavy truck traffic, and to ensure a park gets build in final developments as per the agreed to plan.

Mayor Serviss asked to hear comments from members of Council. Councillor James Carmody commented on Mr. Schruder's concern over the development of a park for this subdivision and remarked that these costs will need to be considered during upcoming budget workshops. Mayor Serviss also commented that consideration to access nearby park may also be an option.

Mayor Serviss declared the Public Meeting closed at 6:47 p.m.

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 April, 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 wildland fire tactics and structure defense tactical actions, as well as specialty training which focused on new recruit certifications and SCBA testing. Acting Fire Chief Proulx also reported on the participation of the Fire Department at this year's Petawawa Showcase.

Moved by Murray Rutz

Seconded by Karen Donovan

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 April. Mr. Coyle commented on recent meetings that department staff participated in, such as Seniors Advisory Committee and Pembroke Regional Hospital collaboration meetings. Mr. Coyle reported on the announcement of Canadian Nuclear Laboratories as the title sponsor for the upcoming Water and Dirt Festival. Mr. Coyle also reported on Hell or High Water recently receiving the Event of the Year at the Ottawa Valley Tourism Association Annual General Meeting and Awards Ceremony, along with local business Dog House Brewery receiving the Sustainability Champion Award.

Moved by James Carmody

Seconded by Theresa Sabourin

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

Carried

2. REC-02-2025 – Petawawa Recreation Master Plan – Final Version

Colin Coyle provided an overview of the report.

Moved by Murray Rutz

Seconded by Lisa Coutu

That Council accepts the attached documents and presentation as the finalized 2024-2034 Petawawa Recreation Master Plan.

Carried

Legislative Services

1. Monthly Activity Report

Colin Howard, Director of Legislative Services/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 April. Mr. Howard reported on recruitment and job posting activities in the past month and he commented on the commissioner of oath documentations and marriage applications completed in April.

Moved by James Carmody

Seconded by Lisa Coutu

That the Legislative Services monthly report be accepted as information.

Carried

2. LEG-05-2025 – Appointment of Signing Officers

Colin Howard provided an overview of the report.

Moved by Karen Donovan

Seconded by Adam Driscoll

That Council appoints Gary Serviss, Mayor, Theresa Sabourin, Deputy Mayor, Scott Randolph, CAO, and Paula Turcotte, Acting Treasurer, as signing officers for the Corporation of the Town of Petawawa.

Carried

General Matters

There was nothing to report.

Closed Meeting

There was no closed meeting.

Adjournment

Moved by Adam Driscoll

Seconded by James Carmody

That the meeting be adjourned.

Carried

The meeting adjourned at 7:50 p.m.

Signature of the Clerk (Original Signed)