



**Town of Petawawa  
Council-In-Committee Meeting Minutes  
October 27, 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 Adam Driscoll (departed meeting at 8:28 p.m.)  
Councillor Murray Rutz

**Also Present:**

Colin Howard, CAO  
Dawn Recoskie, Director of Legislative Services/Clerk  
Brad Pilon, IT Systems & Cloud Administrator  
Melanie Scheer, Director of Planning and Development  
Craig Proulx, Acting Fire Chief  
Colin Coyle, Manager of Recreation, Culture and Tourism  
Raj Ali, Senior Planner  
Bethany Koster  
Benjamin Hill  
Sascha Merten  
Trevor Jones  
Katherine Quinton  
Wayne Lemke  
Mark Lemke  
Daniel Larente  
Ashley Ponewas  
Tim Crowder  
Richard Hoskins

Sam Curbelo  
Alicia VanVaals  
Clara Pinchin  
Tom Watts  
K. MacWilliams  
Jenny Hickson-Alexander  
Clyde Tasco  
K. Love  
Wallace & Marlene Rideout  
Jack Lapierre  
G. Shannon  
Jessica Merten  
Nancy Sarginson  
Elaine Soltys-Wiebe

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 – Backyard Chickens**

The Public Meeting was opened by the Mayor at 6:32 p.m. Raj Ali, Senior Planner, advised that Notice of the Public Meeting had been provided as required under the Planning Act. Written submissions were received from:

- Enbridge Inc., who had no concerns regarding the proposed zoning by-law amendment;
- Liz Wheeler, co-founder of Second Stories, who expressed opposition to the proposed zoning by-law amendment and the draft Backyard Chicken By-law; and
- Rebecca Thorne, Petawawa resident, who expressed support for the proposed zoning by-law amendment and the draft Backyard Chicken By-law.

Mr. Ali explained the purpose of the amendment is to update Section 3.3.14 “Backyard Chickens” to reference the proposed standalone Town of Petawawa Backyard Chickens By-law, as the regulation of backyard chickens is proposed to be addressed primarily through that by-law. The amendment also clarifies that the Minimum Distance Separation (MDS) formulae may apply to the keeping of

backyard chickens and related structures, in accordance with provincial guidelines. The proposed amendment is a Town-initiated amendment to the zoning by-law that applies to the entire municipality.

Mr. Ali then explained the appeal process to those present.

Mayor Serviss asked to hear comments from members of the public. The following members of the public came forward to address Council:

- Richard Hoskins, expressed his support for the draft Backyard Chickens By-law with some suggested amendments;
- Daniel Larente, expressed his support for the draft Backyard Chickens By-law with some suggested amendments; and
- Mark Lemke, expressed his support for the draft Backyard Chickens By-law with some suggested amendments.

Mayor Serviss asked to hear comments from members of Council. Council members thanked the public for attending the meeting and providing their thoughts and suggestions on the proposed zoning by-law amendment and the draft Backyard Chickens By-law. Staff will review the comments submitted at the meeting and provide further updates to Council on the proposed zoning by-law amendment and draft Backyard Chickens By-law.

Mayor Serviss declared the Public Meeting closed at 7:02 p.m.

### **Fire and Emergency Services**

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

Craig Proulx, Acting Fire Chief, provided an overview of the report. AFC Proulx reported 12 incidents for the month of September, including four (4) outdoor fire incidents, four (4) fire alarms, and one (1) carbon monoxide alarm. AFC Proulx highlighted the monthly platoon training which focused on extrication and pumping operations.

**Moved by Theresa Sabourin**

**Seconded by James Carmody**

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 September.

**Moved by Murray Rutz**

**Seconded by Karen Donovan**

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

**Carried**

2. REC-04-2025 – Recreation Facility and Rental Rates & Fees for 2027

Colin Coyle provided an overview of the report.

**Moved by Murray Rutz**

**Seconded by Lisa Coutu**

That Council authorizes a rate increase beginning January 1, 2026 for the following categories at the prices indicated:

- Public Skating (Adult - \$4.00, Youth \$3.00, Family \$10.00);
- Mini-Putt (Youth/Adult [14+] - \$4.00, Children [under 14]/Seniors [65+] - \$3.00, Group rate/person [minimum 8 people] - \$2.00);
- Wedding Gazebo Rental (\$75.00 hourly);
- Evergreen Stage Rental (\$75.00 hourly); and
- The removal of items highlighted in grey on the proposed pricing schedule attached to Report REC-04-2025.

**Carried**

Further discussion will be held regarding proposed pricing increases for 2027.

3. REC-05-2025 – Reciprocal Use of Facilities Agreement with the Renfrew County District School Board

Colin Coyle provided an overview of the report.

**Moved by Murray Rutz**

**Seconded by Theresa Sabourin**

That Council accepts and adopts the updated Reciprocal Agreement with the Renfrew County District School Board pertaining to the shared use of facilities as presented.

**Carried**

4. REC-06-2025 – Municipal Accommodation Tax Revenue

Colin Coyle provided an overview of the report.

**Moved by Lisa Coutu**

**Seconded by Karen Donovan**

That Council endorses and accepts the recommendations of staff and the Ottawa Valley Tourist Association with respect to the allocation of revenues generated

through the Municipal Accommodation Tax, directing that such funds be utilized to support the recommended tourism and recreation-related initiatives.

**Carried**

**Planning and Development**

1. Monthly Activity Report

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

**Moved by James Carmody**

**Seconded by Lisa Coutu**

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

**Carried**

2. PL-32-2025– Ontario Land Tribunal E-file Registration

Melanie Scheer provided an overview of the report.

**Moved by Theresa Sabourin**

**Seconded by Murray Rutz**

That Council agrees to receive planning appeals electronically via the Ontario Land Tribunal e-file service; and

That Council authorizes staff to register the Town of Petawawa on the e-file portal.

**Carried**

At this point, 8:28 p.m., Councillor Adam Driscoll departed the meeting.

**Economic Development**

1. ED-23-2025 – Community Improvement Plan – Legacy Homes – 4 Doran Road

Colin Howard, CAO, presented the report on behalf of Christine Mitchell, Manager of Economic Development.

**Moved by James Carmody**

**Seconded by Lisa Coutu**

That Council, under the Community Improvement Plan adopted by By-law 1441/21, enters into a funding agreement with Todd Lance, applicant for the commercial business Legacy Homes located at 4 Doran Road, permitting a CIP financial incentive, of:

- Up to \$700.00 under the Signage Improvement Grant.

**Carried**

## **Legislative Services**

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

Colin Howard, CAO, 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 September. Mr. Howard reported on recruitment and job posting activities, and highlighted statistics regarding commissioner of oaths, marriage licences, and community flag requests.

**Moved by Murray Rutz**

**Seconded by Karen Donovan**

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

**Carried**

## **General Matters**

### **1. Notice of Motion – Glyphosate – Councillor Lisa Coutu**

Councillor Lisa Coutu introduced a Notice of Motion regarding the spraying of glyphosate for discussion and debate at the November 3, 2025 Council meeting.

## **Closed Meeting**

**Moved by Theresa Sabourin**

**Seconded by Lisa Coutu**

That the meeting be closed pursuant to Section 239 (2) (b) and (d) of the *Municipal Act, 2001*, S.O. 2001, c.25 to discuss personal matters about an identifiable individual, including municipal or local board employees, and labour relations or employee negotiations regarding the recruitment process for the position of Director of Finance.

**Carried**

Council went into closed session at 8:37 p.m.

Council reconvened to open session at 8:50 p.m.

## **Business Arising From Closed Session**

A closed meeting was held. Council discussed the recruitment process for the position of Director of Finance and voted on the following motion in open session:

**Moved by Lisa Coutu**

**Seconded by Theresa Sabourin**

That Meaghan O'Quinn be hired as Director of Finance/Treasurer, effective December 8, 2025.

**Carried**

**Adjournment**

**Moved by Karen Donovan**

**Seconded by Murray Rutz**

That the meeting be adjourned.

**Carried**

The meeting adjourned at 8:52 p.m.

Signature of the Clerk (Original Signed)