



**Town of Petawawa**  
**Council-In-Committee Meeting Minutes**  
**March 10, 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  
Melanie Scheer, Director of Planning and Development  
Chris Mantha, Director of Public Works  
Christine Leon, Director of Finance  
Dawn Recoskie, Public Works and Fire Services Coordinator  
Trevor Woodtke, Asset/Energy Management Coordinator  
Christine Mitchell, Manager of Economic Development  
Kathryn Curry, Jp2g Consultant Inc.  
Wayne Bando  
Chico Traclet  
Gary Taylor  
Steve Hyska

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**

There were no presentations.

## **Planning and Development**

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

Melanie Scheer, Director of Planning and Development, provided an overview of the monthly report. Ms. Scheer reported on the recent completion of interviews for the Town's new Building Inspector, with the successful candidate scheduled to begin on March 31, 2025. Ms. Scheer also reported that the last day for our Senior Planner, Jeff Faught is April 4, 2025. Ms. Scheer commented on a successful Development Summit that the Town hosted on March 4, 2025 and the recent grant approval received from Renfrew County Community Futures Development Corporation for costs related to the Development Summit.

**Moved by Murray Rutz**

**Seconded by James Carmody**

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

**Carried**

### **2. PL-07-2025 – Zoning By-law Amendment Z187 James W. Lapointe Motor Holdings Inc. – Correspondence received after Public Meeting and Passing of By-law**

Melanie Scheer provided an overview of the report. Kathryn Curry, Jp2g Consultants Inc., addressed the concerns raised by Petawawa resident Blayne Behnke in his written submission that was received after the public meeting and the passing of the By-law. Ms. Curry commented on increasing the minimum front yard depth, prohibiting the use of the existing outbuildings to house livestock and reducing the minimum lot frontage on Barron Canyon Road from 30 metres to 20 metres.

**Moved by James Carmody**

**Seconded by Lisa Coutu**

That Council direct staff to prepare a by-law to repeal By-law 1728/25 at the March 17, 2025 Council Meeting and issue a new Notice of Public Meeting.

**Carried**

## **Public Works**

### 1. Monthly Activity Report

Chris Mantha, Director of Public Works, provided an overview of the monthly report. Mr. Mantha took a moment to recognise Dawn Recoskie, Coordinator of Public Works, on her accreditation as a Certified Municipal Officer (CMO) Maintenance of Designation approval. Mr. Mantha also recognised Teddy Suckow, Manager of Public Works, on his recent completion of a General Construction Inspection Course focused on understanding municipal sewer, watermain and road construction projects. Mr. Mantha reported on the upcoming completion of the Public Works expansion project, which is now scheduled for completion by the end of April.

**Moved by Murray Rutz**

**Seconded by Karen Donovan**

That the Public Works monthly report be accepted as information.

**Carried**

### 2. PW-05-2025 – Petawawa Drinking Water System 2024 Annual Report and Petawawa Wastewater System 2024 Annual Report

Chris Mantha provided an overview of the report. Mr. Mantha highlighted key points within the reports, remarking of the compliances issues, treatment flows, parameters, maintenance summaries and he reviewed a few of the minor complaints that were received in the past year to Ontario Clean Water Agency (OCWA).

**Moved by Theresa Sabourin**

**Seconded by James Carmody**

That the Petawawa Drinking Water System 2024 Annual Report be accepted as presented; and

That the Petawawa Wastewater System 2024 Annual Report be accepted as presented.

**Carried**

### 3. PW-06-2025 – Blue Box Transition to Full Producer Responsibility Update

Trevor Woodtke, Asset/Energy Management Coordinator, and Chris Mantha, provided an overview of the report.

**Moved by Lisa Coutu**

**Seconded by Adam Driscoll**

That Council accepts this staff report as information.

**Carried**

4. PW-07-2025 – Off-Road Vehicle By-law 1597/23 – Phase 2 Review

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

Council provided directions to staff regarding the following:

- Council is willing to expand the existing designated ORV routes under Phase 3.
- Council does not support the operation of “off-road motorcycles” and/or “extreme terrain vehicles” on municipal roads?
- Council requested staff to communicate with residents via a public survey prior to making any amendments to the ORV By-law for Phase 3?

**Economic Development**

1. Monthly Activity Reports – January 2025 and February 2025

Christine Mitchell, Manager of Economic Development, provided an overview of the monthly reports. Ms. Mitchell reported on recent business development, and she commented on Business E-News circulation for January and February. Ms. Mitchell also reported on the newly created Business Connects page that promote networking events for Petawawa businesses hosted through the Economic Development department.

**Moved by Theresa Sabourin**

**Seconded by Adam Driscoll**

That the Economic Development monthly reports be accepted as information.

**Carried**

2. ED-03-2025 – Petawawa Business Advisory Network Terms of Reference

Christine Mitchell provided an overview of the report.

**Moved by Murray Rutz**

**Seconded by James Carmody**

That Council supports the proposed modifications to the Petawawa Business Advisory Network Terms of Reference.

**Carried**

3. ED-04-2025 Community Improvement Plan for Airborne Petawawa

Christine Mitchell provided an overview of the report.

**Moved by Theresa Sabourin**

**Seconded by Lisa Coutu**

That Council, under the Community Improvement Plan adopted by By-law 1441/21, enter into the necessary funding agreement with Airborne Petawawa,

supported by the Pembroke and Area Airport, for the following CIP financial incentive program:

- Up to \$1,000.00 under the Signage Grant

**Carried**

4. ED-05-2025 – Town of Petawawa Logos and Applications

Christine Mitchell provided an overview of the report.

**Moved by Murray Rutz**

**Seconded by Lisa Coutu**

That Council approves logo 3.1 as the new marketing logo for the Town of Petawawa.

**Carried**

**Moved by Lisa Coutu**

**Seconded by Karen Donovan**

That Council provides directions on the applications associated with the municipal crest versus the marketing logo as outlined in the suggested uses comparison with a change of branding municipal assets to be moved to the corporate crest use.

**Carried**

**Finance**

1. FIN-06-2025 – February 2025 Expenditure List

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

**Moved by Murray Rutz**

**Seconded by James Carmody**

That cheque numbers 4749 to 4940 totaling \$2,706,288.34 be approved by Council.

**Carried**

2. FIN-07-2025 – 2024 Reserves and Reserve Fund Transfers

Christine Leon provided an overview of the report.

**Moved by Adam Driscoll**

**Seconded by Murray Rutz**

That Council approve the proposed transfers to and from the Town's Reserves and Reserve Funds as presented in:

- Table 1: Budgeted Transfers to Reserve/Reserve Funds (Proposed Amounts)
- Table 2: Budgeted Transfers out of Reserve/Reserve Funds (Actual Amounts)
- Table 3: Transfers to Reserve/Reserve Funds for Carryover into 2025; and

That \$1,000.00 be transferred from the Industrial Parks Reserve Fund to the Fire Reserve Fund to reallocate CEMC funds.

**Carried**

3. FIN-08-2025 – 2025 Budgets – Capital, Operating, Water and Wastewater

Christine Leon provided an overview of the report.

A discussion occurred amongst Council and staff with respect to the proposed municipal tax rate for 2025, and consensus to approve a 5% tax rate was preferred instead of the proposed 7% rate.

**Moved by James Carmody**

**Seconded by Theresa Sabourin**

That a proposed 2025 Capital and Operating Budget be presented to Council for approval at the March 17, 2025, Regular Meeting of Council; and

That the 2025 Water and Wastewater Budgets be presented at the same meeting; and

That staff is directed to present the 2025 Tax Rate By-law to Council for approval at a Regular Council Meeting in Quarter 2 of 2025.

**Carried**

**General Matters**

There was nothing to report.

**Closed Meeting**

There was no closed meeting.

**Adjournment**

**Moved by Murray Rutz**

**Seconded by Karen Donovan**

That the meeting be adjourned.

**Carried**

The meeting adjourned at 9:38 p.m.

Signature of the Clerk (Original Signed)