



Town of Petawawa
Council-In-Committee Meeting Minutes
January 27, 2025 at 6:30 p.m.

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:

Scott Randolph, CAO
Colin Howard, Director of Legislative Services/Clerk
Colin Coyle, Manager of Recreation, Culture and Tourism
Christine Mitchell, Manager of Economic Development
Melanie Scheer, Director of Planning and Development
Chris Mantha, Director of Public Works
Noah Boyes, Senior Planner
Trevor Woodtke, Asset/Energy Management Coordinator
Colonel Jason Guiney, Base Commander, Garrison Petawawa
Chief Warrant Officer, Todd Buchanan
Leandra Ferguson, thinc design (attended virtually)
Mary Mehak, Mehal, Kelly & Associates (attended virtually)
Jerome Boisvert-Boucher
Jessica Guerin
Lee Jarratt
Bradley Lebel
Pauline Lythgoe
Alexander Slade

Gerald Beaupre
Richard McNish
Patricia Leboeuf, Petawawa Post

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. Recognition of Petawawa Athletes participating in the 2025 Invictus Games

Mayor Serviss welcomed the athletes and expressed the Town's pride in their dedication and upcoming participation in the 2025 Invictus Games. Members of Council spoke about the sporting events each athlete will compete in and extended best wishes for their success.

Colonel Jason Guiney, Base Commander, Garrison Petawawa, also took a moment to express Garrison Petawawa's pride in their athletes participation in the 2025 Invictus Games as well as their dedication to their service in the military. Colonel Guiney extended best wishes to each athlete at the upcoming Games.

Council broke for a short recess at 6:54 p.m.

Council reconvened at 7:04 p.m.

Recreation, Culture and Tourism

1. RCT-01-2025 – Petawawa Recreation Master Plan

Colin Coyle, Manager of Recreation, Culture and Tourism, provided an overview of the report. Mr. Coyle proceeded to welcome Leandra Ferguson, thinc design, and Mary Mehak, Mehak, Kelly and Associates to present the Parks and Recreation Master Plan. Ms. Ferguson and Ms. Mehak highlighted the purpose and scope of the Master Plan and reviewed the recommendations outlined in the draft that came out of the consultation with Council, staff and the public. Due to technical difficulties, Mr. Coyle assisted in delivering the remainder of the presentation.

The report was presented for information purposes only. The draft master plan will be posted on the Town's website for public review and feedback. Following

this, thinc design will finalize the plan, which will be brought back to Council for consideration and potential adoption.

Economic Development

1. Monthly Activity Report

Christine Mitchell, Economic Development Manager, provided an overview of the monthly report. Ms. Mitchell highlighted recent business development activities, including statistics on 2024 business openings, closures, and relocations. She also provided a synopsis of the commercial land summary, an overview of the last four years of the Community Improvement Plan and discussed the impacts of the Petawawa Container Market.

Moved by James Carmody

Seconded by Theresa Sabourin

That the Economic Development monthly report be accepted as information.

Carried

Planning and Development

1. Monthly Activity Report

Melanie Scheer, Director of Planning and Development, provided an overview of the monthly report. Ms. Scheer commented on a development fees review meeting with Watson & Associates that took place in January and a recent visit to Petawawa from Habitat for Humanity in December regarding an upcoming project. Ms. Scheer highlighted an upcoming Development Summit that the Planning Department is hosting on March 4, 2025, and she informed Council that the recruitment process for the Town's Building Inspector is currently underway.

Moved by Lisa Coutu

Seconded by Karen Donovan

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

Carried

2. PL-01-2025 – Lifting Part Lot Control, Blocks 6 and 7 Registered Plan 49M-118, Samantha Crescent

Melanie Scheer provided an overview of the report.

Moved by Murray Rutz

Seconded by James Carmody

That Council enacts a part lot control exemption by-law for Blocks 6 and 7 on Registered Plan 49M-118, to expire two years from the date of its passing.

Carried

3. PL-02-2025 – Additional Residential Units – Zoning Update and Official Plan Policies

Melanie Scheer and Noah Boyes, Senior Planner, provided an overview of the report.

Moved by Murray Rutz

Seconded by Theresa Sabourin

That Council direct staff to proceed with a Town-initiated zoning by-law amendment to implement the provisions provided in the draft ARU Zoning By-law; and

That Council direct staff to propose the amended Official Plan policies relating to additional residential units on partial services during the next Town-initiated amendment to the Official Plan.

Carried

4. PL-03-2025 – Application for Draft Approval of Plan of Subdivision 47-T-23008, Black Bay Subdivision – 70 Residential Lots, James W. Lapointe Motor Holdings Inc., Part of Lot 11, Range C, Black Bay Road

Melanie Scheer provided an overview of the report.

Moved by Murray Rutz

Seconded by James Carmody

That Council recommend to the County of Renfrew that it approve the draft plan of subdivision for File 47-T-23008 submitted by Jp2g Consultants Inc. on behalf of James W. Lapointe Motor Holdings Inc. comprising Part of Lot 11, Range C subject to the conditions outlined in staff report no. PL-03-2025.

Carried

Public Works

1. Monthly Activity Report

Chris Mantha, Director of Public Works, provided an overview of the monthly report. Mr. Mantha reported on the status of the Public Works Office expansion, which remains on schedule for completion in March 2025, and he highlighted the proposed 2025 projects within his report pending budget approval. Mr. Mantha reviewed winter control operations for the month of December, and he reported that three requests for quotations were awarded this past month. Mr. Mantha also reported that a Blue Box Transition report will be upcoming in the next month ahead of the scheduled transition date of March 28, 2025.

Moved by Lisa Coutu

Seconded by Theresa Sabourin

That the Public Works monthly report be accepted as information.

Carried

2. PW-01-2025 – 2026 AORS Provincial Trade Show Announcement

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

This report has been provided for information purposes only.

General Matters

There was nothing to report.

Closed Meeting

There was no closed meeting.

Adjournment

Moved by Karen Donovan

Seconded by Lisa Coutu

That the meeting be adjourned.

Carried

The meeting adjourned at 9:25 p.m.

Signature of the Clerk (Original Signed)