



**Town of Petawawa**  
**Regular Meeting of Council Minutes**  
**May 21, 2024 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  
Karen Cronier, Director of Planning and Development  
Chris Mantha, Director of Public Works  
Melanie Scheer, Senior Planner  
Jodie Gervais, Human Resources Coordinator  
Anthony Hommik, Jp2g Consultants Inc.  
Todd Clark  
Shannon Clouthier  
Colton Kyle  
William Hepditch  
Stephanie Hepditch  
Michelle Galoni  
Anita Aubrey  
Emma Butler, myFM

**Call to Order**

The Mayor called the meeting to order at 6:30 p.m.

## **Land Acknowledgement**

The land acknowledgement including a Truth and Reconciliation Commission Call to Action was read.

## **Moment of Silent Reflection**

Mayor Serviss asked those in attendance to stand for a moment of silent reflection.

## **Approval of Agenda**

### Resolution #1

**Moved by Murray Rutz**

**Seconded by Karen Donovan**

That the agenda for the May 21, 2024 regular meeting of Council be adopted.

**Carried**

## **Disclosure of Pecuniary Interest**

There were no disclosures of pecuniary interest.

## **Approval of Minutes**

1. Council Meeting (May 6, 2024)

### Resolution #2

**Moved by Theresa Sabourin**

**Seconded by Lisa Coutu**

That the minutes of the regular meeting of Council held May 6, 2024 be approved as printed and circulated.

**Carried**

## **Public Meeting**

1. Zoning By-law Amendment (from Extractive Industrial (EM) and Extractive Industrial Reserve (EMR) to General Industrial (GM), Part of Lot 20, Concession 4, in the Town of Petawawa

The Public Meeting was opened by the Mayor at 6:34 p.m. Melanie Scheer, Senior Planner, reported it has been determined that aggregate extraction is not feasible on the subject lands therefore the rezoning permits the lands to be used for industrial purposes, including a proposed log hauling operation. Ms. Cronier advised that the Notice of the Public Meeting had been provided as required under the *Planning Act*.

Mayor Serviss asked if any written comments have been received regarding the application. Ms. Scheer confirmed that one written submission was received from Enbridge Gas Inc., of whom had no concerns regarding the application.

Mayor Serviss asked to hear comments from the applicant. Anthony Hommik, Planner, Jp2g Consultants Inc., spoke on behalf of the applicant, and he explained the concept plan of the logging operation business and the purposed use of the property.

Mayor Serviss asked to hear comments from members of the public. Anita Aubrey commented on the zoning of the property and what that will mean for future industrial development and Michelle Galoni and Stephanie Hepditch both commented on whether this would increase the heavy truck traffic because of this logging operation.

Mayor Serviss asked to hear comments from members of Council. Deputy Mayor Theresa Sabourin commented on which route the logging operation would plan on utilizing, and she asked to confirm that the trucks would travel towards Achray Road and Highway 17.

Ms. Scheer explained the 20-day appeal process on this application and noted that the updated Official Plan for the Town of Petawawa must be approved by the County before this zoning amendment takes effect.

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

## **Presentations**

### 1. Official Plan and Zoning By-law Amendment – Todd Clark

Mayor Serviss welcomed Todd Clark.

Mr. Clark provided an overview of his presentation and highlighted the key points from his submission to Council, mainly referencing his opposition to the Town's Official Plan, consents for new lots within registered plans of subdivisions, and the permitting of additional residential units on properties containing single detached, semi-detached, townhouse dwelling or within a structure accessory to the dwelling for a maximum of two residential units where there is partial servicing. Mr. Clark owns three properties affected by these scenarios, one at 37 Doran that would require a request for a rear yard set back and two lots on Steffen Street that would require Part Lot Control exemptions for the properties as they are partial serviced lots.

Members of Council discussed the key points raised during Mr. Clark's presentation and followed up with a few remarks to Mr. Clark.

Mayor Serviss, on behalf of Council, thanked Mr. Clark for his presentation and stated that Council will consider Mr. Clark's proposal and further discuss the suggestions amendments with the Planning department.

## **By-laws**

1. By-law 1656/24 – being a by-law for the conveyance of land owned by the municipality to 1000671679 Ontario Ltd. (Dr. Michelle Scantland)

### Resolution #3

**Moved by James Carmody**

**Seconded by Murray Rutz**

That By-law 1656/24, being a by-law for the conveyance of land owned by the municipality to 1000671679 Ontario Ltd., be read a first and second time.

**Carried**

### Resolution #4

**Moved by Theresa Sabourin**

**Seconded by Lisa Coutu**

That By-law 1656/24 be read a third and final time and passed.

**Carried**

2. By-law 1657/24 – being a by-law to authorize a development agreement with 1000671679 Ontario Ltd. (Dr. Michelle Scantland)

### Resolution #5

**Moved by Lisa Coutu**

**Seconded by Adam Driscoll**

That By-law 1657/24, being a by-law to authorize a development agreement with 1000671679 Ontario Ltd., be read a first and second time.

**Carried**

### Resolution #6

**Moved by Karen Donovan**

**Seconded by Adam Driscoll**

That By-law 1657/24 be read a third and final time and passed.

**Carried**

3. By-law 1658/24 – being a by-law to amend By-law 456/07 of the Corporation of the Town of Petawawa, as amended

### Resolution #7

**Moved by Lisa Coutu**

**Seconded by Adam Driscoll**

That By-law 1658/24, being a by-law to amend By-law 456/07 of the Corporation of the Town of Petawawa, as amended, be read a first and second time.

**Carried**

### Resolution #8

**Moved by Karen Donovan**

**Seconded by Murray Rutz**

That By-law 1658/24 be read a third and final time and passed.

**Carried**

4. By-law 1659/24 – being a by-law to establish a highway

Resolution #9

**Moved by James Carmody**

**Seconded by Theresa Sabourin**

That By-law 1659/24, being a by-law to establish a highway, be read a first and second time.

**Carried**

Resolution #10

**Moved by Karen Donovan**

**Seconded by Murray Rutz**

That By-law 1659/24 be read a third and final time and passed.

**Carried**

5. By-law 1660/24 – being a by-law to establish an Electronic Funds Transfer Policy

Resolution #11

**Moved by Murray Rutz**

**Seconded by Adam Driscoll**

That By-law 1660/24, being a by-law to establish an Electronic Funds Transfer Policy, be read a first and second time.

**Carried**

Resolution #12

**Moved by James Carmody**

**Seconded by Lisa Coutu**

That By-law 1660/24 be read a third and final time and passed.

**Carried**

6. By-law 1661/24 – being a by-law to establish a Debt Management Policy for the Town of Petawawa

Resolution #13

**Moved by Theresa Sabourin**

**Seconded by Karen Donovan**

That By-law 1661/24, being a by-law to establish a Debt Management Policy for the Town of Petawawa, be read a first and second time.

**Carried**

Resolution #14

**Moved by Lisa Coutu**

**Seconded by James Carmody**

That By-law 1661/24 be read a third and final time and passed.

**Carried**

7. By-law 1662/24 – being a by-law to appoint an Acting Deputy Fire Chief

Resolution #15

**Moved by Murray Rutz**

**Seconded by Adam Driscoll**

That By-law 1662/24, being a by-law to appoint an Acting Deputy Fire Chief, be read a first and second time.

**Carried**

Resolution #16

**Moved by Adam Driscoll**

**Seconded by Lisa Coutu**

That By-law 1662/24 be read a third and final time and passed.

**Carried**

**Correspondence**

There was no correspondence.

**Minutes**

1. Council-In-Committee Meeting (May 13, 2024)

Resolution #17

**Moved by Lisa Coutu**

**Seconded by Karen Donovan**

That the minutes of the Council-In-Committee meeting held on May 13, 2024, be accepted by Council, and that resolutions from that Committee become resolutions of Council.

**Carried**

2. Ottawa Valley Waste Management Board Meeting (March 7, 2024)

Deputy Mayor Theresa Sabourin provided an overview of the recent activities of the Ottawa Valley Waste Management Board.

Resolution #18

**Moved by Theresa Sabourin**

**Seconded by Murray Rutz**

That the minutes of the Ottawa Valley Waste Management Board meeting held on March 7, 2024, be adopted as information.

**Carried**

3. Petawawa Business Advisory Network Meeting (April 2, 2024)

Councillor Murray Rutz provided an overview of the recent activities of the Petawawa Business Advisory Network.

Resolution #19

**Moved by Murray Rutz**

**Seconded by Karen Donovan**

That the minutes of the Petawawa Business Advisory Network meeting held on April 2, 2024, be adopted as information.

**Carried**

4. Pembroke Festival Hall Meeting (April 5, 2024)

Councillor Murray Rutz provided an overview of the recent activities of the Pembroke Festival Hall.

Resolution #20

**Moved by Murray Rutz**

**Seconded by Theresa Sabourin**

That the minutes of the Pembroke Festival Hall meeting held on April 5, 2024, be adopted as information.

**Carried**

5. Petawawa Police Services Board Meeting (April 16, 2024)

Councillor James Carmody provided an overview of the recent activities of the Petawawa Police Services Board.

Resolution #21

**Moved by James Carmody**

**Seconded by Theresa Sabourin**

That the minutes of the Petawawa Police Services Board meeting held on April 16, 2024, be adopted as information.

**Carried**

**Staff Reports**

1. PW-15-2024 – Award of Tender PW-08-2024, Murphy Road Reconstruction

Chris Mantha, Director of Public Works provided an overview of the report.

Resolution #22

**Moved by Murray Rutz**

**Seconded by Lisa Coutu**

That Council approve the award of Tender PW-08-2024, Murphy Road Reconstruction, to the lowest bidder being Bonnechere Excavating Inc. in the amount of \$4,413,772.01 plus HST.

**Carried**

2. PW16-2024 – Award Tender PW-09-2024, New Office Addition Public Works Garage

Chris Mantha provided an overview of the report.

Resolution #23

**Moved by Lisa Coutu**

**Seconded by Karen Donovan**

That Council approve the award of Tender PW-09-2024, New Office Addition Public Works Garage, to the lowest bidder being Wade General Contracting Ltd. In the amount of \$1,825,203.00 plus HST; and

That Council approve a 10% contingency allowance in the amount of \$182,520.30 on top of the tender award amount; and

That Council approve an additional \$100,000.00 for the Hydro service installation and activation.

**Carried**

**Councillor Reports**

Deputy Mayor Theresa Sabourin – nothing to report.

Councillor James Carmody – nothing to report.

Councillor Lisa Coutu reported she attended an Equity, Diversity Inclusion Advisory Committee ad-hoc Pride working group meeting recently to discuss finalizing plans for this years upcoming event on June 14, 2024.

Councillor Adam Driscoll reported he participated as a judge at Valour JK-12 School for the Youth Center Design contest earlier today.

Councillor Karen Donovan reported she attended the tender openings for the Front-End Loader and ¾ Ton Four Wheel Drive Truck on May 7, 2024, and she also participated in an Inclusion Grant Seminar that same day as well as a tour of the Pembroke Regional Hospital Medical Center. Councillor Donovan also reported that she participated as a judge at Valour JK-12 School earlier today for the Youth Center Design contest.

Councillor Murray Rutz reported he attended a Petawawa Business Advisory Network meeting on May 7, 2024, and later that same day he toured the Pembroke Regional Hospital Medical Center. Councillor Rutz reminded residents of the large bulky item collection scheduled for the week of May 27 to 31, 2024.

Mayor Gary Serviss reported he and the Town's CAO hosted RCD members from Leeuwarden to discuss exploring twinning opportunities between our municipalities and planning for a Town parade to mark the 80<sup>th</sup> Anniversary of the Liberation of Leeuwarden on April 15, 2025. Mayor Serviss participated in McHappy Day by serving food to the patrons at the Petawawa McDonalds on May 8, 2024. Mayor Serviss also



reported he attended a number of County of Renfrew meetings in May including an Algonquin Forestry meeting, Development and Property meeting, Renfrew County Housing Corporation and Community Services meeting, and a County Council meeting on May 16, 2024. Mayor Serviss reported he took part in the Grand Opening ceremony for the new Film.Ca Troyes Cinema at 51 Festubert Boulevard.

### **Closed Meeting**

#### **Resolution #24**

**Moved by James Carmody**

**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*, as amended, to discuss personal matters about an identifiable individual, including municipal or local board employees, and labour relations or employee negotiations.

**Carried**

Council went into closed session at 7:58 p.m.

Council reconvened to open session at 8:26 p.m.

### **Business Arising From Closed Session**

A closed meeting was held. Council provided direction to the CAO regarding a personnel matter involving a municipal employee.

There is nothing further to report at this time.

### **Confirming By-law**

#### **Resolution #25**

**Moved by Lisa Coutu**

**Seconded by James Carmody**

That By-law 1663/24 be read a first, second and third time and passed.

**Carried**

### **Adjournment**

#### **Resolution #26**

**Moved by Theresa Sabourin**

**Seconded by Adam Driscoll**

That the meeting adjourn to the call of the Mayor.

**Carried**

The meeting adjourned at 8:27 p.m.

Signature of the Mayor (Original Signed)

Signature of the Clerk (Original Signed)