



**Town of Petawawa**  
**Regular Meeting of Council Minutes**  
**September 16, 2024 at 6:30 p.m.**

**Present:**

Mayor Gary Serviss  
Deputy Mayor Theresa Sabourin  
Councillor James Carmody  
Councillor Lisa Coutu  
Councillor Adam Driscoll  
Councillor Murray Rutz

**Regrets:**

Councillor Karen Donovan

**Also Present:**

Scott Randolph, CAO  
Colin Howard, Director of Legislative Services/Clerk  
Lauren McKey  
Jamie Stephen, PhD, Managing Director, TorchLight Bioresources  
Derek Nighbor, President and CEO, Forest Products Association of Canada  
Paula Turcotte, Acting Deputy Treasurer  
Colton Kyle  
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 James Carmody**

**Seconded by Murray Rutz**

That the agenda for the September 16, 2024 regular meeting of Council be adopted as amended.

**Carried**

## **Disclosure of Pecuniary Interest**

There were no disclosures of pecuniary interest.

## **Approval of Minutes**

### 1. **Council Meeting (August 12, 2024)**

#### **Resolution #2**

**Moved by Adam Driscoll**

**Seconded by Lisa Coutu**

That the minutes of the regular meeting of Council held August 26, 2024 be approved as printed and circulated.

**Carried**

## **Presentations**

### 1. **Proposal to amend Property Standards By-law to allow for Naturalized Yards and Lawns – Lauren McKey**

Mayor Serviss introduced and welcomed Lauren McKey.

Ms. McKey thanked Council for the opportunity to speak on the proposal to amend the Town's Property Standards By-law.

Ms. McKey provided an overview of her presentation and highlighted parts of the current property standards by-law that she suggests requires more defined language and enforcement regulations. For example, Ms. McKey commented on the benefits of moving away from a manicured lawn and she highlighted some of those benefits, such as soil stabilization, increased pollinators, reduced watering, and reduced greenhouse emissions from maintaining a lawn.

Ms. McKey also commented on options to modify Property Standards for naturalized lawns, and she discussed a proposal to explore wildlife feeding as part of new language or a new by-law for the Town to consider implementing moving forward.

Mayor Serviss thanked Ms. McKey for her thorough presentation and informed her that staff are currently working on a revision to the property standards by-law and that they will report back to Council at a future meeting and consider the comments you've reported on this evening.

2. Petawawa Biomass Combined Heat and Power (CHP) Project Concept – Jamie Stephen, PhD, Managing Director, TorchLight Bioresources and Derek Nighbor, President and CEO, Forest Products Association of Canada

Mayor Serviss introduced and welcomed Mr. Stephen and Mr. Nighbor.

Mr. Nighbor thanked Mayor Serviss and Town Council for the opportunity to present their project concept to explore the development of a Biomass Combined Heat and Power (CHP) plant in Petawawa for the supply of heat and electricity.

Mr. Stephen provided an overview of the presentation. Mr. Stephen also provided background on the benefits of bioheat and highlighted various commissioned facilities throughout the world that are currently in operation. Mr. Stephen commented on the energy consumption and the bioenergy demand in comparison to a municipality the size of Petawawa and he outlined benefits of district heating for municipalities.

In closing, Mr. Stephen commented on Ontario's Biomass Program (OBP) to develop markets for low-grade wood and that TorchLight is proposing an application to the OBP and they would like to request a letter of support from the Town for a feasibility study on the development of a Biomass Combined Heat and Power plant.

A discussion occurred and the following resolution was endorsed:

Resolution #3

**Moved by Theresa Sabourin**

**Seconded by James Carmody**

That Council approves a letter of support be drafted to Torchlight Bioresources for their proposed application to the Ontario Biomass Program for a Feasibility Study on the development of a Biomass Combined Heat and Power (CHP) plant.

**Carried**

Mayor Serviss thanked Mr. Stephen and Mr. Nighbor for their thorough presentation and acknowledged their efforts in promoting this project and proposing an application to the Ontario Biomass Program.

## **By-laws**

1. By-law 1685/24 – being a by-law to establish a Procurement and Asset Disposal Policy for the Town of Petawawa (Third and Final Reading)

Resolution #4

**Moved by Lisa Coutu**

**Seconded by Murray Rutz**

That By-law 1685/24, being a by-law to establish a Procurement and Asset Disposal Policy for the Town of Petawawa, be read a third and final time.

**Carried**

2. By-law 1687/24 – being a by-law to appoint a Deputy Treasurer for the Town of Petawawa

Resolution #5

**Moved by Theresa Sabourin**

**Seconded by Murray Rutz**

That By-law 1687/24, being a by-law to appoint a Deputy Treasurer for the Town of Petawawa, be read a first and second time.

**Carried**

Resolution #6

**Moved by Lisa Coutu**

**Seconded by Adam Driscoll**

That By-law 1687/24, being a by-law to appoint a Deputy Treasurer for the Town of Petawawa, be read a third and final time.

**Carried**

## **Correspondence**

1. Cunningham, Swan, Carty, Little and Bonham LLP – Code of Conduct Complaint Letter, Tony Fleming, LSO Certified Specialist in Municipal Law

Mayor Serviss reviewed the correspondence and discussed the Code of Conduct Complaint Report with members of Council.

Resolution #7

**Moved by Lisa Coutu**

**Seconded by Theresa Sabourin**

That Council directs the Clerk to make the Code of Conduct Complaint Report public on the Town of Petawawa's website; and

That Council directs the Clerk to provide a copy of the Code of Conduct Policy to all members of Boards and Committees going forward and include all members of Boards and Committees in any training received by Council on the Code of Conduct.

**Carried**

Resolution #8

**Moved by Theresa Sabourin**

**Seconded by James Carmody**

That Council request the member issue a public apology.

**Carried**

2. Stellar Toy Drive Request – Billie-Jo Browne, Owner/Operator of Stellar Studio Ink

Mayor Serviss reviewed the correspondence received from Stellar Studio Ink for support with their upcoming fundraising event and toy drive.

A discussion occurred with the suggestion that staff work on the implementation of a new Grant and Aid Policy

**Minutes**

1. Council-In-Committee Meeting (September 9, 2024)

Resolution #9

**Moved by Murray Rutz**

**Seconded by Adam Driscoll**

That the minutes of the Council-In-Committee meeting held on September 9, 2024, be accepted by Council, and that resolutions from that Committee become resolutions of Council.

**Carried**

2. Equity, Diversity and Inclusion Advisory Committee Meeting (June 26, 2024)

Councillor Lisa Coutu provided an overview of the recent activities of the Equity, Diversity and Inclusion Advisory Committee.

Resolution #10

**Moved by Lisa Coutu**

**Seconded by Theresa Sabourin**

That the minutes of the Equity, Diversity and Inclusion Advisory Committee meeting held on June 26, 2024, be adopted as information.

**Carried**

**Staff Reports**

1. LEG-09-2024 – Town of Petawawa Municipal Website Development and Redesign RFP

Colin Howard, Director of Legislative Services provided an overview of the report.

Resolution #11

**Moved by James Carmody**

**Seconded by Lisa Coutu**

That Council approves the award of Tender ADMIN-01-2024, Municipal Website Development and Redesign, to the lowest bidder being Calumet Media & Consulting in the amount of \$22,750.00 plus HST.

**Carried**

**Councillor Reports**

Deputy Mayor Theresa Sabourin reported she attended the Emergency and Protective Services United Event held at the Civic Centre on September 7, 2024. Deputy Mayor Sabourin also reported she recently took part in the opening ceremony for the Legacy of Hope exhibit on August 24, 2024, and she attended the launch of Rural Ramble and the Grand Opening of the Comfort Station both on August 29, 2024.

Councillor James Carmody reported he attended the launch of Rural Ramble and the Grand Opening of the Comfort Station on August 29, 2024, and he is looking forward to the grand opening of Taco Bell.

Councillor Lisa Coutu reported she also attended the launch of Rural Ramble and the Grand Opening of the Comfort Station.

Councillor Adam Driscoll reported he took part in the launch of Rural Ramble and the Comfort Station opening celebrations and he attended the Emergency and Protective Services United Event on September 7, 2024. Councillor Driscoll also reported that he attended a Petawawa Business Advisory Network meeting on September 10, 2024.

Councillor Murray Rutz reported he also attended the Rural Ramble launch and Comfort Station opening celebrations and he participated in a Conseil des écoles publiques de l'est de l'Ontario (CEPEO) meeting on September 3, 2024, and he Chaired a Festival Hall Committee meeting on September 6, 2024.

Mayor Gary Serviss provided a summary on recent County of Renfrew Council business. Mayor Serviss reported he attended the Dean's Luncheon at the Algonquin College Campus in Pembroke on August 27, 2024, the Rural Ramble kickoff and Comfort Station celebrations on August 29, 2024, a Garrison Petawawa Base

Commander meeting on September 3, 2024, the Emergency and Protective Services United Event on September 7, 2024, and he participated in the Rotary Club of Petawawa's Golf Tournament on September 8, 2024. Mayor Serviss also reported that he attended a County of Renfrew Development and Property Committee meeting, Renfrew County Housing Corporation and Community Services meetings in September and he took part in the UOV OPP Torch Run on September 11, 2024, and an Algonquins of Pikwakanagan Healing Circle meeting on September 12, 2024.

**Closed Meeting**

There was no closed meeting.

**Confirming By-law**

Resolution #12

**Moved by Adam Driscoll**

**Seconded by Lisa Coutu**

That By-law 1688/24 be read a first, second and third time and passed.

**Carried**

**Adjournment**

Resolution #13

**Moved by James Carmody**

**Seconded by Adam Driscoll**

That the meeting adjourn to the call of the Mayor.

**Carried**

The meeting adjourned at 8:20 p.m.

Signature of the Mayor (Original Signed)

Signature of the Clerk (Original Signed)