



**Town of Petawawa**  
**Council-In-Committee Meeting Minutes**  
**November 27, 2023 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, Clerk  
Karen Cronier, Director of Planning and Development  
Chris Mantha, Director of Public Works  
Christine Mitchell, Economic Development Officer  
Sabine Mersmann, Chief Executive Officer, Pembroke Regional Hospital  
Scott Coombes, Chief Financial Officer, Pembroke Regional Hospital  
Margo Smith, Manager of Child Care & Early Years Services, County of Renfrew  
Jennifer Dombroskie, Manager of Housing & Homelessness, County of Renfrew  
Andrea Patrick, Manager of Ontario Works, County of Renfrew  
Valerie Hyska, PBAN Member  
Christine McFadden, PBAN Member  
Jillian McLellan, PBAN Member  
Gerald Hoffman, PBAN Member  
Richard McNish, PBAN Member  
Colton Kyle  
Patricia Leboeuf, Petawawa Post

The Council-In-Committee meeting was opened by the Mayor at 6:30 p.m.

## **Land Acknowledgement**

The land acknowledgement was read.

## **Disclosure of Pecuniary Interest**

There were no disclosures of pecuniary interest.

## **Presentations**

### 1. Electronic Medical Records – Hospital Information System (HIS) - Pembroke Regional Hospital

Mayor Serviss welcomed Sabine Mersmann, Chief Executive Officer and Scott Coombes, Chief Financial Officer, from the Pembroke Regional Hospital.

Ms. Mersmann and Mr. Coombes provided an overview of patient volume, regional programs, and the current paper-based medical records system at the hospital. The Pembroke Regional Hospital is proposing a new Hospital Information System (HIS) which will improve communications, allow for electronic transmission, and provide better access to the patient records.

Members of Council commented on the proposed hospital information system and asked questions of the presenters.

Mayor Serviss, on behalf of Council, thanked Ms. Mersmann and Mr. Coombes for their presentation. Council will give consideration to funding support for the new Hospital Information System at our upcoming 2024 budget workshop.

### 2. Department of Community Services – County of Renfrew

Mayor Serviss welcomed the County of Renfrew Community Services management trio of Margo Smith, Manager of Child Care & Early Years Services, Jenifer Dombroskie, Manager of Housing & Homelessness and Andrea Patrick, Manager of Ontario Works.

Ms. Patrick, Ms. Dombroskie and Ms. Smith proceeded to highlight the governance structure of the Community Services department at the County of Renfrew and reported on the programs and services each department offers for the eligible families, children and individuals within the County.

Members of Council commented on the presentation from the County's department of community services and asked questions of the presenters.

Mayor Serviss, on behalf of Council, thanked Ms. Smith, Ms. Dombroskie and Ms. Patrick for their presentation.

3. Petawawa Sign Project – Petawawa Business Advisory Network

Mayor Serviss welcomed Valerie Hyska from the Petawawa Business Advisory Network.

Ms. Hyska presented the proposed new Petawawa Sign Project and highlighted the sources of inspiration for the new sign and commented on what the “PETAWAWA” sign will represent for our Town by displaying our cultural and historical significance. Ms. Hyska commented on the sign letter meanings, the proposed sign dimensions and location options as well as providing sign project cost estimates. Ms. Hyska closed her presentation by seeking support from Council and outlining the next steps if endorsed.

Members of Council commented on the presentation and asked questions of the presenter.

**Moved by James Carmody**

**Seconded by Murray Rutz**

That Council endorses the Petawawa Sign Project and that staff be directed to report back to Council with the preferred site location at a future meeting.

**Carried**

Mayor Serviss, on behalf of Council, thanked Ms. Hyska for her presentation.

**Economic Development**

1. Monthly Report – October 2023

Christine Mitchell, Economic Development Officer, provided an overview of the monthly report. Ms. Mitchell highlighted recent business development activities, partner engagements, programs, projects, and events realized over the month of October.

**Moved by Theresa Sabourin**

**Seconded by Karen Donovan**

That the Economic Development monthly report for October be accepted as information.

**Carried**

2. ED-09-2023 – Community Improvement Plan for 1959 Petawawa Blvd.

Christine Mitchell provided an overview of the report.

**Moved by Lisa Coutu**

**Seconded by James Carmody**

That Council, under the Community Improvement Plan adopted by By-law 1441/21, enter into the necessary funding agreement with the applicant and property owner William Healey for the following CIP financial incentive program:

- Up to \$5,000.00 under the Building Façade Improvement Grant

**Carried**

3. Economic Development Budget Report

Received for information.

**Planning and Development**

1. Monthly Report – November 2023

Karen Cronier, Director of Planning and Development, provided an overview of the monthly report. Ms. Cronier highlighted the active subdivisions, Zoning By-law amendments, site plan reviews, and the Official Plan update.

**Moved by Murray Rutz**

**Seconded by Lisa Coutu**

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

**Carried**

2. Building Activity Monthly Report – October 2023

Karen Cronier presented the monthly report.

**Moved by Theresa Sabourin**

**Seconded by James Carmody**

That the Building activity report for October be accepted as information.

**Carried**

3. Budget Reports (Planning, Building, and Economic Development)

Received for information.

4. PL-15-2023 – Town of Petawawa Housing Needs Assessment (HNA)

Karen Cronier provided an overview of the report. Ms. Cronier commented on the purpose of the housing needs assessment study and the resident survey results and highlighted the three key housing gaps, which are the need for purpose built rental units, seniors housing and age-in-place residences, and diverse housing options for a variety of household types and sizes.

**Moved by Murray Rutz**

**Seconded by Lisa Coutu**

That Council supports and adopts the Housing Needs Assessment, prepared by SHS Consulting Inc., and completed in November 2023. The information within the report will be incorporated into the final Official Plan document.

**Carried**

## **Public Works**

### 1. Monthly Report – October 2023

Chris Mantha, Director of Public Works, provided an overview of the monthly report. Mr. Mantha highlighted operational achievements in vehicle and equipment maintenance, summer/fall maintenance and construction and water and sanitary operations. Mr. Mantha also reported on the status of 2023 capital projects, and he highlighted the newly created standard operating procedure for the towns waste management diversion program.

**Moved by Lisa Coutu**

**Seconded by Karen Donovan**

That the Public Works monthly report for October be accepted as information.

**Carried**

### 2. Budget Reports (Transportation Services, Sewage Systems, and Waterworks)

Received for information.

## **General Matters**

### 1. Pembroke and Area Warming Centre Committee – Appointment of Councillor Karen Donovan

**Moved by Theresa Sabourin**

**Seconded by Murray Rutz**

That Council approves the appointment of Councillor Karen Donovan to the Pembroke and Area Warming Centre Committee.

**Carried**

## **Closed Meeting**

There was no closed meeting.

## **Adjournment**

**Moved by Adam Driscoll**

**Seconded by James Carmody**

That the meeting be adjourned.

**Carried**

The meeting adjourned at 9:24 p.m.

Signature of the Clerk (Original Signed)