



Town of Petawawa
Council-In-Committee Meeting Minutes
February 24, 2025 at 6:30 p.m.

Present:

Mayor Gary Serviss
Councillor James Carmody
Councillor Lisa Coutu
Councillor Karen Donovan (attended virtually)
Councillor Adam Driscoll
Councillor Murray Rutz

Regrets:

Deputy Mayor Theresa Sabourin

Also Present:

Scott Randolph, CAO
Colin Howard, Director of Legislative Services/Clerk
Craig Proulx, Acting Fire Chief
Colin Coyle, Manager of Recreation, Culture and Tourism
Christine Mitchell, Manager of Economic Development
Christine Leon, Director of Finance
Melanie Scheer, Director of Planning and Development
Chris Mantha, Director of Public Works
Jodie Gervais, Human Resources Coordinator
Wayne Bando
Peter Moss

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.

Fire and Emergency Services

1. Monthly Activity Report

Craig Proulx, Acting Fire Chief, provided an overview of the report.

Moved by Murray Rutz

Seconded by James Carmody

That the Fire and Emergency Services monthly report be accepted as information.

Carried

Recreation, Culture and Tourism

1. Monthly Activity Report

Colin Coyle, Manager of Recreation, Culture and Tourism, provided an overview of the report.

Moved by Adam Driscoll

Seconded by Karen Donovan

That the Recreation, Culture and Tourism monthly report be accepted as information.

Carried

Economic Development

1. ED-01-2025 – Retail Business Holidays Act

Christine Mitchell, Manager of Economic Development, provided an overview of the report.

Moved by Adam Driscoll

Seconded by Murray Rutz

That Council, under Section 1.2 of the Retail Business Holidays Act (RBHA) and supported by Section 148 of the Municipal Act, 2001 designates one Holiday Closure Day; and

Further, that Council exempts the Town of Petawawa from the Retail Business Holidays Act (RBHA) and that Council repeal by-laws 180/01 and 473/08.

Carried

2. ED-02-2025 – Town of Petawawa Logo Redesign Concepts and Applications

Christine Mitchell, Manager of Economic Development, provided an overview of the report.

Council discussed the two options for the Town of Petawawa Logo and reviewed the proposed uses of the logo and the Town Crest. Consensus was not reached at this time. Further discussion on the direction Council wishes to proceed with on the application and use of the logo is to be determined with a full complement of Council.

Moved by Adam Driscoll

Seconded by James Carmody

That Council defer approval of the Town of Petawawa Logo redesign, concepts, and applications for up to a month to allow for further discussion and review.

Carried

Finance

1. FIN-05-2025 – 2025 Budget – Debt Considerations

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

Council discussed debt financing arrangements and length of terms for the two capital projects, the Public Works building expansion and the Wolfe Avenue project. Direction was provided to staff to report back with a revised report on the suggested recommendations, including shorter term options and providing interest rate comparisons between TD Bank and Infrastructure Ontario.

Planning and Development

1. PL-04-2025 – Zoning By-law Amendment Application Z187, Jp2g Consultants Inc. (agent) for James W. Lapointe Motor Holdings Inc., Part of Lots 17 and 18, Concession 1, Barron Canyon Road

Melanie Scheer, Director of Planning and Development, provided an overview of the report.

The report was provided for information purposes only. A public meeting has been scheduled for March 3, 2025.

2. PL-05-2025 – Zoning By-law Amendment Application Z189, Kevin Serre and Ashley Pardy, Part of Lot 5, Concession 8, Rantz Road

Melanie Scheer provided an overview of the report.

The report was provided for information purposes only. A public meeting has been scheduled for March 3, 2025.

3. PL-06-2025 – Habitat for Humanity – Potential Project in Petawawa

Melanie Scheer provided an overview of the report.

Moved by Murray Rutz

Seconded by Lisa Coutu

That Council directed Staff to continue engaging with Habitat for Humanity to explore the potential for a project in the Town of Petawawa, including drafting a Memorandum of Understanding for Council's review.

Carried

Legislative Services

1. Monthly Activity Report

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

Moved by Adam Driscoll

Seconded by Karen Donovan

That the Legislative Services monthly report be accepted as information.

Carried

General Matters

There was nothing to report.

Closed Meeting

Moved by Lisa Coutu

Seconded by James Carmody

That the meeting be closed pursuant to Section 239 (2) (b) of the *Municipal Act, 2001, S.O. 2001, c.25* to discuss personal matters about an identifiable individual, including municipal or local board employees.

Carried

Council went into closed session at 7:53 p.m.

Council reconvened to open session at 8:22 p.m.

Business Arising From Closed Session

A closed meeting was held. Council discussed a personnel matter involving proposed changes to the reclassification of the Manager of Civic Properties position.

Council voted on the following resolution in open session:

Moved by Lisa Coutu

Seconded by Adam Driscoll

That Council reclassifies the Manager of Civic Properties in the Public Works Department from position 1200-1299 to position 1400-1499 on the Town of Petawawa salary grid.

Carried

Adjournment

Moved by Lisa Coutu

Seconded by Karen Donovan

That the meeting be adjourned.

Carried

The meeting adjourned at 8:25 p.m.

Signature of the Clerk (Original Signed)