



**Town of Petawawa
Council-In-Committee Meeting Minutes
June 23, 2025 at 6:30 p.m.
Silver Threads Seniors Centre**

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:

Colin Howard, CAO
Dawn Recoskie, Acting Clerk
Kate Bennett, Legislative Services Coordinator
Craig Proulx, Acting Fire Chief
Colin Coyle, Manager of Recreation, Culture and Tourism
Melanie Scheer, Director of Planning and Development
Dorian Pearce, Kitchissippi Productions
Bria Willard

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.

Presentation

1. Festival Hall Update – Dorian Pearce, Kitchissippi Productions

Mayor Gary Serviss welcomed Dorian Pearce and Councillor Murray Rutz provided a brief introduction of the new Festival Hall operating manager.

Dorian Pearce provided Council with an overview of the activities at Festival Hall since taking over management of the facility in January 2025. Mr. Pearce highlighted the new box office ticket software, ticket scanners, canteen improvements, reopening of the coat check, introduction of a front-of-house manager for all events, and the hiring of an administrative assistant and summer student. Mr. Pearce also highlighted the future stage lighting upgrade, community partnerships, youth programming, and volunteer engagement. Since January 2025 Festival Hall has hosted 23 shows and issued over 7,100 tickets.

Mayor Serviss, on behalf of Council, thanked Dorian Pearce for his presentation to Council.

Fire and Emergency Services

1. Monthly Activity Report

Craig Proulx, Acting Fire Chief, provided an overview of the report. AFC Proulx reported 18 incidents for the month of May including two structure fires, one vehicle fire, and four burning complaints. A general discussion occurred regarding the fire risk of lithium and lithium-ion batteries.

Moved by Murray Rutz

Seconded by Karen Donovan

That the Fire and Emergency Services monthly activity 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 various services, programs and rental activities realized over the month of May and recognized the increased attendance regarding seniors programming. Mr. Coyle highlighted the wheelchair accessible stand-up-paddle board and other accessibility features at Petawawa Point Park and recognized the reach and viewership of the recent social media video highlighting these features. Mr. Coyle invited members of Council and the public to participate in the Canada Day festivities at the Petawawa Civic Centre.

Moved by James Carmody

Seconded by Theresa Sabourin

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

Carried

Planning and Development

1. PL-22-2025 – Zoning By-law Amendment Z192 and Site Plan Applications, 2303665 Ontario Inc. (CW Homes) Plan 49M-68, Block 10, Winston Avenue

Melanie Scheer, Director of Planning and Development, provided an overview of the report. Ms. Scheer explained the zoning by-law amendment and site plan applications submitted to facilitate the development of 24 purpose-built rental townhouse units on the subject lands.

The report was provided for information purposes only. A public meeting will be scheduled for the Zoning By-law Amendment.

Legislative Services

1. Monthly Activity Report

Colin Howard, CAO/Deputy Clerk, provided an overview of the report. Mr. Howard highlighted various calls for service from animal control and municipal by-law enforcement officers over the month of May. Mr. Howard reported on recruitment and job posting activities, and highlighted statistics regarding commissioner of oaths, information technology, marriage licences, and community flag requests.

Moved by Lisa Coutu

Seconded by Murray Rutz

That the Legislative Services monthly activity report be accepted as information.

Carried

2. LEG-07-2025 – Town Tartan Scarf Project – Pembroke Log Cabin Quilters Guild

Kate Bennett, Legislative Services Coordinator, provided an overview of the report. Ms. Bennett explained the Pembroke Log Cabin Quilters Guild has offered to create scarves using the Town's tartan material at no cost to the Town, with a request for the Town to provide a donation in the amount of \$500.00 to the Petawawa Pantry Food Bank in-lieu of fee for services, and a request for the Town to waive the rental fee for the Silver Threads building for a weekend sewing project to produce the scarves.

While Council was receptive to the initiative, Council directed staff to conduct further research and provide details regarding the charitable status of the Pembroke Log

Cabin Quilters Guild and ensure the request doesn't contravene any current Town policies regarding donations/grants and facility rentals.

General Matters

There was nothing to report.

Closed Meeting

There was no closed meeting.

Adjournment

**Moved by Lisa Coutu Seconded
by Theresa Sabourin** That the
meeting be adjourned. **Carried**

The meeting adjourned at 7:53 p.m.

Signature of the Acting Clerk
(*original signed*)