



Town of Petawawa
Council-In-Committee Meeting Minutes
June 9, 2025 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:

Colin Howard, Director of Legislative Services/Clerk
Paula Turcotte, Acting Treasurer
Melanie Scheer, Director of Planning and Development
Christine Mitchell, Manager of Economic Development
Chris Mantha, Director of Public Works
Jodie Gervais, Human Resources Coordinator
Kate Bennett, Legislative Services Coordinator
Colonel Sean Trenholm
Colonel Jason Guiney
Chris Bevan
Peter Moss
Henry Coutu

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. Introduction of New Garrison Petawawa Base Commander and 4th Canadian Division Support Group, Colonel Sean Trenholm – Colonel Jason Guiney

Mayor Serviss welcomed Colonel Sean Trenholm and Colonel Jason Guiney.

Colonel Jason Guiney thanked the Town Council for the opportunity to speak on the achievements and accomplishments that Garrison Petawawa and the Town of Petawawa have collaborated on in recent years, such as the partnership in Pride month, improved access to medical care, affordable housing, and support during deployment operations. Colonel Guiney commented on the construction of the Brindle Road and Highway 17 access project with completion on track for February 2026 and he remarked on the recent announcement by the Federal Government to boost defense spending to 2% of the GDP (Gross Domestic Product).

Colonel Guiney introduced Colonel Sean Trenholm as the new Base Commander for Garrison Petawawa and presented a commemorative certificate and coin to Mayor Serviss in recognition of the Town's unwavering support to Garrison Petawawa.

2. 2025 Municipal Insurance Program Renewal Report – Chris Bevan, Kennedy Insurance Brokers Inc.

Mayor Serviss welcomed Mr. Chris Bevan of Kennedy Insurance Brokers Inc. Mr. Bevan presented the 2025 Municipal Insurance Program for the Corporation of the Town of Petawawa and the Petawawa Public Library. The program was prepared in partnership with Intact Public Entities and is designed to provide specialized insurance coverage, risk management strategies, and claims services tailored to the needs of municipal and public administration organizations.

Mr. Bevan reviewed the details of the renewal program and provided a summary of the 2025 insurance premiums.

Finance

1. FIN-15-2025 – May 2025 Expenditure Report

Paula Turcotte, Acting Treasurer, provided an overview of the report.

Moved by Murray Rutz

Seconded by Karen Donovan

That cheque numbers 5336 to 5554 totaling \$1,256,615.72 be approved by Council.

Carried

Planning and Development

1. Monthly Activity Report

Melanie Scheer, Director of Planning and Development, provided an overview of the monthly report. Ms. Scheer highlighted the need to schedule an upcoming Committee of Adjustment meeting. Ms. Scheer commented on bringing forward reports for revisions to the Clean Yards and Property Standards by-laws, as well as a report for a draft by-law for urban chickens.

Moved by Theresa Sabourin

Seconded by Adam Driscoll

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

Carried

Economic Development

1. Monthly Activity Report

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

Moved by Murray Rutz

Seconded by Lisa Coutu

That the Economic Development monthly report be accepted as information.

Carried

2. ED-12-2025 – Community Improvement Plan – The Portal, 3227 Petawawa Blvd

Christine Mitchell provided an overview of the report.

Moved by Theresa Sabourin

Seconded by James Carmody

That Council, under the Community Improvement Plan adopted by By-Law 1441/21, enter into the amended funding agreement with Portia Strang owner of the commercial business The Portal located at 3227 Petawawa Blvd., permitting CIP financial incentive up to \$5,000 under the Signage Grant.

Carried

Public Works

1. Monthly Activity Report

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

Moved by Murray Rutz

Seconded by James Carmody

That the Public Works monthly report be accepted as information.

Carried

2. PW-17-2025 – Award of Tender PW-11-2025, Civic Centre Parking Lot Upgrades Phase 1

Chris Mantha provided an overview of the report.

Moved by Karen Donovan

Seconded by Adam Driscoll

That Council approves the award of Tender PW-11-2025, Civic Centre Parking Lot Upgrades Phase 1, to the lowest bidder being JWK Contracting in the amount of \$601,815.35 plus HST; and

That Council approves \$115,000.00 for the construction of up to four courts for a Pickle Ball facility; and

That Council approves \$82,000.00 for project design alterations, engineering support, and contract administration for the Civic Centre Parking Lot Upgrades Phase 1, including the scope change to construct a Pickle Ball facility; and

That Council approve \$50,000.00 for contingency allowance for the entire project as outlined above, for a total project cost of \$848,815.35 excluding HST.

Carried

General Matters

There was nothing to report.

Closed Meeting

Moved by Lisa Coutu

Seconded by Murray Rutz

That the meeting be closed pursuant to Section 239 (2) (k) of the *Municipal Act, 2001, S.O. 2001, c.25* to discuss a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board; and

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 7:50 p.m.

Council reconvened to open session at 9:45 p.m.

Business Arising From Closed Session

A closed meeting was held. Council discussed further additions to the Town of Petawawa's Municipal Insurance Program and provided direction to the Clerk.

Further direction was provided to the Clerk and Mayor on a personnel matter involving a municipal employee.

Adjournment

Moved by Lisa Coutu

Seconded by James Carmody

That the meeting be adjourned.

Carried

The meeting adjourned at 9:45 p.m.

Signature of the Clerk (Original Signed)