



**Town of Petawawa
Council-In-Committee Meeting Minutes
September 8, 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, Director of Legislative Services/Clerk
Kate Bennett, Legislative Services Coordinator
Christine Mitchell, Manager of Economic Development
Chris Mantha, Director of Public Works
Melanie Scheer, Director of Planning and Development
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.

Economic Development

1. Monthly Activity Report

Christine Mitchell, Manager of Economic Development, provided an overview of the monthly report. Ms. Mitchell highlighted new business development including the grand openings of BarBurrito and Dog House Brewing Company. Ms. Mitchell also invited Council and the public to participate in the following upcoming events: Fall Night Market-Petawawa Container Market on September 19th, Petawawa Ramble-Harvest Festival from October 16th to 19th, Veteran Owned Business Vendor Expo on November 1st, and the Holiday Tailgate Market on December 6th.

Moved by Murray Rutz

Seconded by Karen Donovan

That the Economic Development monthly activity report be accepted as information.

Carried

Public Works

1. Monthly Activity Report

Chris Mantha, Director of Public Works provided an overview of the monthly activity report. Mr. Mantha highlighted the capital works program and commented on the status of the Civic Centre parking lot improvements Phase 1, the Building Condition Assessment, the Water Tower Rehabilitation project, the Grit Tank Rehabilitation project, the Norman Street in-out project, the Black Bay Road and Eichstaedt Road upgrades, as well as the PXO installations on Herman Street at Kiddyland Park and on Herman Street at Doran Road. Mr. Mantha also highlighted Operations, Civic Properties, Water and Sanitary, and the Blue Box Transition.

Moved by Theresa Sabourin

Seconded by Lisa Coutu

That the Public Works monthly activity report be accepted as information.

Carried

2. PW-26-2025 – Petawawa Municipal Building Interior Renovations Project – Update and Revision to Budget

Chris Mantha provided an overview of the report. Mr. Mantha indicated some change orders and alterations to the original scope of the renovation project have unfortunately exceeded Council's approved contingency allowance for the project. This exceedance was not recognized by staff until recently and has been brought forward to Council in this staff report requesting an increase to the upset limit for the project.

Following discussion, Council did not support the request from staff and directed that work be stopped on the change orders and for staff to come up with a solution

regarding the cost over-runs and bring back a further report regarding the matter for Council's review.

Planning and Development

1. Monthly Activity Report

Melanie Scheer, Director of Planning and Development, provided an overview of the monthly report. Ms. Scheer presented the list of active planning applications and the August building permit statistics.

Moved by Murray Rutz

Seconded by Adam Driscoll

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

Carried

2. PL-28-2025 – Habitat for Humanity – Memorandum of Understanding

Melanie Scheer presented the report. Ms. Scheer requested feedback from Council regarding the desire to partner with Habitat for Humanity on an affordable housing project, whether Council was interested in transferring land at a nominal fee as opposed to fair market value, whether Council was interested in waiving planning application fees, and whether Council was interested in public engagement outside of any statutory public meetings under the Planning Act.

Council struggled with the request to transfer public lands at a nominal fee and the request to waive planning application fees, although Council was supportive of public engagement. While Council supported the idea of the affordable housing project, there were too many unanswered questions which will be addressed by Habitat for Humanity during their presentation at the next meeting of Council.

General Matters

There was nothing to report.

Closed Meeting

There was no closed meeting.

Adjournment

Moved by James Carmody

Seconded by Adam Driscoll

That the meeting be adjourned.

Carried

The meeting adjourned at 7:53 p.m.

Signature of the Clerk (Original Signed)