



Town of Petawawa
Council-In-Committee Meeting Minutes
May 12, 2025 at 4:30 p.m.

Present:

Deputy Mayor Theresa Sabourin
Councillor James Carmody
Councillor Lisa Coutu
Councillor Karen Donovan
Councillor Adam Driscoll
Councillor Murray Rutz

Regrets:

Mayor Gary Serviss

Also Present:

Scott Randolph, CAO
Colin Howard, Director of Legislative Services/Clerk
Paula Turcotte, Acting Treasurer
Chris Mantha, Director of Public Works
Christine Mitchell, Manager of Economic Development
Dawn Recoskie, Public Works and Fire Services Coordinator
Peter Moss
Wayne Bando
Chico Traclet
Jolene Meloche
Steve Hyska

The Council-In-Committee meeting was opened by the Deputy Mayor at 4:30 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.

Finance

1. FIN-14-2025 – April 2025 Expenditure Report

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

Moved by Murray Rutz

Seconded by James Carmody

That cheque numbers 5121 to 5335 totaling \$1,309,646.89 be approved by Council.

Carried

Public Works

1. Monthly Activity Report

Chris Mantha, Director of Public Works, provided an overview of the monthly activity report. He advised that the Public Works office expansion project is nearing its anticipated move in date of May 26, 2025. Mr. Mantha thanked the Public Works staff for their commitment over the past 14 months working during the construction phase. He further reported that the tender document for the Town Hall office renovation has been awarded to Thomas Cavanagh Construction Ltd. In addition, Mr. Mantha noted that the tender for Phase 1A of the Civic Centre parking lot improvements is scheduled to be issued May 13, 2025, and the tenders for Water Tower Rehabilitation and Grit Tank #2 Rehabilitation are scheduled to be issued in the coming weeks.

Moved by Lisa Coutu

Seconded by Karen Donovan

That the Public Works monthly report be accepted as information.

Carried

2. PW-15-2025 – Draft By-law to amend Off-Road Vehicle By-law 1597/23

Dawn Recoskie, Public Works and Fire Services Coordinator, provided an overview of the report.

Moved by James Carmody

Seconded by Adam Driscoll

That Council approves the draft by-law to amend Off-Road Vehicle By-law 1597/23 as presented; and

That the by-law be brought forward to the next meeting of Council for adoption.

Carried

3. PW-16-2025 – Contract for Consulting Engineering Services, Drinking Water System Disinfection By-Products Treatability Study

Chris Mantha provided an overview of the report.

Moved by James Carmody

Seconded by Murray Rutz

That Council awards the contract for Consulting Engineering Services to Stantec in the amount of \$99,916.00 (excluding HST) for the Drinking Water System Disinfection By-Products Treatability Study; and

That Council provides \$36,700.00 (excluding HST) to Ontario Clean Water Agency (OCWA) for Project Management Services; and

That Council approves a 15% contingency allowance in the amount of \$20,492.00.

Carried

Economic Development

1. Monthly Activity Report

Christine Mitchell, Manager of Economic Development, provided an overview of the monthly report. Ms. Mitchell highlighted recent business development activities, such as the relocating of Flint & Steel at 3495 Petawawa Boulevard, Mackie's and Hot Stove food trucks, and Eva's Café at 2991 Petawawa Boulevard. Ms. Mitchell commented on recent community improvement plan applications, and on her participation in filming with Your TV on collaboration of "In Business" segments to help promote Petawawa businesses. Ms. Mitchell also commented on her facilitating the recent Upper Ottawa Valley Chamber of Commerce Business Summit and she remarked on a successful opening weekend of the Petawawa Container Market, which saw over 200 people attend.

Moved by Karen Donovan

Seconded by Lisa Coutu

That the Economic Development monthly report be accepted as information.

Carried

2. ED-10-2025 – Community Improvement Plan – Pembroke and Area Airport, Len Hopkins Drive

Christine Mitchell provided an overview of the report.

Moved by Murray Rutz

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 Pembroke and Area Airport at 176 Len Hopkins Drive, for the following CIP financial incentive program:

- Up to \$3,000.00 under the Signage Grant.

Carried

3. ED-11-2025 – Community Improvement Plan – The Portal, 3227 Petawawa Blvd.

Christine Mitchell provided an overview of the report.

Moved by Karen Donovan

Seconded by Lisa Coutu

That Council, under the Community Improvement Plan adopted by By-Law 1441/21, enter into the necessary funding agreement with Portia Strang, owner of the commercial business The Portal at 3227 Petawawa Boulevard, for the following CIP financial incentive program:

- Up to \$1,500.00 under the Signage Grant
- Up to \$1,000.00 under the Building Façade Improvement Grant.

Carried

General Matters

There was nothing to report.

Closed Meeting

There was no closed meeting.

Adjournment

Moved by Lisa Coutu

Seconded by Adam Driscoll

That the meeting be adjourned.

Carried

The meeting adjourned at 5:07 p.m.

Signature of the Clerk (Original Signed)