



**Town of Petawawa
Council-In-Committee Meeting Minutes
September 22, 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 Adam Driscoll
Councillor Murray Rutz

Regrets:

Councillor Karen Donovan

Also Present:

Colin Howard, CAO
Dawn Recoskie, Director of Legislative Services/Clerk
Kate Bennett, Legislative Services Coordinator
Craig Proulx, Acting Fire Chief
Colin Coyle, Manager of Recreation, Culture and Tourism
Paula Turcotte, Acting Treasurer
Melanie Scheer, Director of Planning and Development
Raj Ali, Senior Planner
Chris Mantha, Director of Public Works
Colton Kyle
Peter Moss
Jessica Merten
Bethany Koster
Ben Hill

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.

Fire and Emergency Services

1. Monthly Activity Report

Craig Proulx, Acting Fire Chief, provided an overview of the report. AFC Proulx reported 14 incidents for the month of August, including three (3) outdoor fire incidents, two (2) motor vehicle collisions, three (3) fire alarms, and one (1) bonfire complaint. AFC Proulx highlighted the monthly platoon training which focused on relay pumping operations. AFC Proulx also thanked residents for their cooperation during the fire ban.

Moved by Lisa Coutu

Seconded by Theresa Sabourin

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 August. Mr. Coyle highlighted the upcoming Pedals, Pints & Pastries event as part of the Petawawa Ramble and the National Seniors Day event scheduled for October 1st at the Petawawa Civic Centre.

Moved by Murray Rutz

Seconded by Adam Driscoll

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

Carried

2. REC-03-2025 – Water and Dirt Festival Wrap-Up presentation

Colin Coyle provided a presentation to Council outlining the successful 3rd annual Water and Dirt Festival.

Moved by Adam Driscoll

Seconded by James Carmody

That the Water and Dirt Festival presentation be accepted as information.

Carried

Finance

1. **FIN-18-2025 – July 2025 Expenditure Report**

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

Moved by Murray Rutz

Seconded by Theresa Sabourin

That cheque numbers 5777 to 5982 totaling \$1,760,921.70 be approved by Council.

Carried

2. **FIN-19-2025 – August 2025 Expenditure Report**

Paula Turcotte provided an overview of the report.

Moved by James Carmody

Seconded by Lisa Coutu

That cheque numbers 5983 to 6169 totaling \$1,868,616.99 be approved by Council.

Carried

3. **FIN-20-2025 – Amended 2024 Reserve & Reserve Fund Transfers**

Paula Turcotte provided an overview of the report.

Moved by Murray Rutz

Seconded by Adam Driscoll

That Council approves the proposed amendments to reserve transfers from the Town's Reserves and Reserve Funds for projects approved in the budget but not completed in 2024 as shown in Table 1 of Staff Report FIN-20-2025; and

That Council approves a transfer in the amount of \$13,563.25 from the Fire Department's Capital Budget to the Fire Department Reserve Fund, to be used for the future purchase of accessories required to equip the new pickup truck as an emergency response vehicle.

Carried

Planning and Development

1. **PL-29-2025 – Backyard Chickens**

Melanie Scheer, Director of Planning and Development, and Raj Ali, Senior Planner, presented the revised Backyard Chicken By-laws.

Council discussed the registration and licencing of backyard chickens and whether it was required. Council will receive public feedback on this item during the public meeting for the zoning by-law amendment.

Council directed staff to remove section 5.5 of the draft by-law and to reduce the amount of the set fine for chickens-at-large to \$50.00.

Moved by Adam Driscoll

Seconded by Lisa Coutu

That Council directs staff to proceed with the proposed zoning by-law amendment as presented.

Carried

Public Works

1. **PW-28-2025 – Town Hall Renovation – Process explanation and costing update**

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

Moved by Lisa Coutu

Seconded by Adam Driscoll

That Council authorizes the additional expenditure of \$58,770.22 to support the additions to the project scope and associated change orders for the Town Hall Renovation construction project.

Carried

Legislative Services

1. **Monthly Activity Report**

Colin Howard, CAO, 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 August. Mr. Howard reported on recruitment and job posting activities, and highlighted statistics regarding commissioner of oaths, marriage licences, and transient traders licences.

Moved by Murray Rutz

Seconded by James Carmody

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

Carried

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 8:38 p.m.

Signature of the Clerk (Original Signed)