



Town of Petawawa
Council-In-Committee Meeting Minutes
December 8, 2025 at 6:30 p.m.
Council Chambers

Present:

Mayor Gary Serviss
Deputy Mayor Theresa Sabourin
Councillor James Carmody
Councillor Lisa Coutu
Councillor Murray Rutz

Regrets:

Councillor Karen Donovan
Councillor Adam Driscoll

Also Present:

Colin Howard, CAO
Dawn Recoskie, Director of Legislative Services/Clerk
Brad Pilon, IT Systems & Cloud Administrator
Jamie Knott, Acting Deputy Fire Chief
Colin Coyle, Manager of Recreation, Culture and Tourism
Chris Mantha, Director of Public Works
Melanie Scheer, Director of Planning and Development
Christine Mitchell, Manager of Economic Development
Paula Turcotte, Acting Treasurer
Ted Marcotte, Manager of Civic Properties
Teddy Suckow, Manager of Public Works
Inspector Stephan Neufeld, Upper Ottawa Valley OPP
Staff Sergeant Sarah Darraugh, Upper Ottawa Valley OPP
Colton Kyle
Sharon Dainty

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. Farewell to Inspector Stephan Neufeld, Detachment Commander Upper Ottawa Valley Ontario Provincial Police

Inspector Neufeld provided an update to Council regarding the Commissioner's priorities for the OPP for 2026, as follows: traffic (the "Big 4" – speeding, seatbelts, impaired, distracted driving); adjusting shifts to better respond to calls for service (introducing a swing shift); data integrity; and development of future leaders (succession planning).

Councillor James Carmody, Chair of the Petawawa OPP Detachment Board, congratulated Inspector Neufeld on his new role with East Region and welcomed Staff Sergeant Sarah Darraugh as the Acting Inspector/Interim Detachment Commander for the Upper Ottawa Valley OPP effective December 14, 2025.

Mayor Gary Serviss presented a certificate of recognition to Inspector Stephan Neufeld as he leaves the Upper Ottawa Valley OPP after 8 years as Detachment Commander to move to a Superintendent position with East Region OPP.

Fire and Emergency Services

1. Monthly Activity Report

Jamie Knott, Acting Deputy Fire Chief, provided an overview of the report. ADFC Knott reported 13 incidents for the month of November, including seven (7) fire alarms, three (3) carbon monoxide alarms, one (1) smell of smoke, one (1) small fire (kettle), and one (1) incident of downed hydro lines. ADFC Knott highlighted the monthly platoon training which focused on live fire training and post incident decontamination.

Moved by Murray Rutz

Seconded by Lisa Coutu

That the Fire and Emergency Services monthly activity report be accepted as information.

Carried

2. Budget Report

Received for information.

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 November. Mr. Coyle reported on capping the 2026 Water & Dirt Festival to a maximum of 20 events and highlighted upcoming initiatives including a Petawawa Point Revitalization Plan, a Trails Strategy, a Seniors 50+ Community Guide, and a Tourism Guide for local businesses.

Moved by Theresa Sabourin

Seconded by James Carmody

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

Carried

2. Budget Report

Received for information.

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 Town Hall office renovation, the Civic Centre parking lot improvements, the Water Tower rehabilitation project, the DBP Reduction study, the Net Zero project, and the Norman Street in/out project. Mr. Mantha recognized Teddy Suckow, Manager of Public Works, for a community engagement opportunity regarding an interactive safety presentation that was presented to four (4) classes at Valour JK-12 School to promote safe practices around snowplows during winter operations.

Moved by Lisa Coutu

Seconded by Murray Rutz

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

Carried

2. Public Works Budget Report

Received for Information.

3. Sewage System Budget Report

Received for Information.

4. Waterworks Budget Report

Received for Information.

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 progress of the Backyard Chickens Ad Hoc Committee and presented the list of active planning applications and the November building permit statistics.

Moved by Murray Rutz

Seconded by Lisa Coutu

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

Carried

2. PL-38-2025 – Site Plan Application – PJL Investments Inc., Part of Lot 22 and 23, Concession 5, being Part 2 on 49R-19365, Industrial Avenue

Melanie Scheer provided an overview of the report explaining that on April 28, 2025, Council accepted an offer on a piece of land within the Town Industrial Park described as Lot 2 on the Industrial Park Concept Plan. The subject property was previously surveyed and is legally described as Part of Lots 22 and 23, Concession 5 being Part 2 on Registered Reference Plan 49R-19365. The property has frontage of 62.18 metres on Industrial Avenue with an overall lot area of 1.11 ha (2.74 acres). PJL Investments Inc. has now submitted a site plan application for the development of a mini storage establishment and office on the subject property.

Moved by Theresa Sabourin

Seconded by James Carmody

That Council supports site plan approval for PJL Investments Inc. on condition that the Owner enters into a site development agreement with the Town and the transfer of lands is completed in accordance with the declaration of surplus lands.

Carried

3. Budget Reports (Planning and Building)

Received for Information.

Economic Development

1. Monthly Activity Report

Christine Mitchell, Manager of Economic Development, provided an overview of the monthly report. Ms. Mitchell highlighted the status of Community Improvement Plan

applications, the success of the Veteran Business Vendor Expo, and the success of the Holiday Tailgate Market over the past weekend.

Moved by Murray Rutz

Seconded by James Carmody

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

Carried

2. ED-25-2025 – Economic Action Strategy

Christine Mitchell presented the Economic Action Strategy 2026-2029 to Council.

Ms. Mitchell explained the updated Economic Action Strategy builds on the department's achievements and ongoing efforts to date. Developed through extensive business and community engagement—including interviews, surveys, focus sessions, and input from the 2021 Community Improvement Plan (CIP), the 2024 First Impression Community Exchange program, the 2024 rebranding exercise, the 2025 wayfinding consultations and design work, and the 2025 BR&E program—the strategy reflects a broad and current understanding of local needs and opportunities. The strategy is organized around four overarching goals and priorities, supported by a 4/23/43 framework of strategic pillars, objectives, and actions. The four strategic pillars include: Support & Retain; Attract; Grow; and Connect.

Moved by Lisa Coutu

Seconded by Murray Rutz

That Council endorses the Economic Action Strategy 2026-2029 and utilizes its strategies to guide future decisions and support staff in implementing or achieving the outlined priorities.

Carried

3. Budget Report (Economic Development)

Received for Information.

Finance

1. FIN-23-2025 – November 2025 Expenditure Report

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

Moved by Theresa Sabourin

Seconded by James Carmody

That cheque numbers 6580 to 6785 totaling \$3,320,623.96 be approved by Council.

Carried

Legislative Services

1. Monthly Activity Report

Dawn Recoskie, Director of Legislative Services/Clerk, provided an overview of the report. Ms. Recoskie highlighted various calls for service from animal control and municipal by-law enforcement officers over the month of November and reported on false alarms realized over the month. Colin Howard, CAO, reported on recruitment activities, and highlighted statistics regarding commissioner of oaths and community flag requests.

Moved by Lisa Coutu

Seconded by Theresa Sabourin

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

Carried

2. LEG-13-2025 – January 2026 Meeting Schedule

Dawn Recoskie presented the report to Council.

Moved by Murray Rutz

Seconded by James Carmody

That Council approves the meeting schedule for January 2026 as follows:

- Monday, January 12, 2026 – Council-In-Committee Meeting
- Monday, January 19, 2026 – Council Meeting
- Monday, January 26, 2026 – Council-In-Committee Meeting

Carried

3. Animal Control/By-law/Policing Budget Report

Received for information.

4. Administration Budget Report

Received for information.

5. Council Budget Report

Received for information.

General Matters

There was nothing to report.

Closed Meeting

There was no closed meeting.

Adjournment

Moved by Murray Rutz

Seconded by James Carmody

That the meeting be adjourned.

Carried

The meeting adjourned at 8:42 p.m.

Signature of the Clerk (Original Signed)