



Town of Petawawa
Council-In-Committee Meeting Minutes
November 10, 2025 at 6:30 p.m.
Council Chambers

Present:

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

Regrets:

Councillor Adam Driscoll

Also Present:

Colin Howard, CAO
Dawn Recoskie, Director of Legislative Services/Clerk
Kate Bennett, Legislative Services Coordinator
Chris Mantha, Director of Public Works
Trevor Woodtke, Asset/Energy Management Coordinator
Christine Mitchell, Manager of Economic Development
Melanie Scheer, Director of Planning and Development
Paula Turcotte, Acting Treasurer

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.

Moment of Silent Reflection

In honour of Remembrance Day, Mayor Gary Serviss asked those in attendance to stand for a moment of silent reflection.

Disclosure of Pecuniary Interest

There were no disclosures of pecuniary interest.

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 renovations, Civic Centre parking lot improvements Phase 1, the sanitary sewer upgrade through Pinehurst Estates, the Water Tower Rehabilitation project, the DBP Study, as well as the Net Zero Project. Mr. Mantha noted the Norman Street in/out project will be tendered November 18th for construction in spring 2026.

Moved by Murray Rutz

Seconded by Karen Donovan

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.

Economic Development

1. Monthly Activity Report

Christine Mitchell, Manager of Economic Development, provided an overview of the monthly report. Ms. Mitchell highlighted commercial business registrations including Dante's Delicatessen (new business), Eva's Pizza (moved locations), Petawawa KIA (new owners), Car Wash Petawawa (new owners), and Naturale Health and Wellness Centre (new business). Ms. Mitchell highlighted Industrial Park inquiries and Community Improvement Plan applications, and congratulated Mount Molson Dairy Bar on winning the Business Innovation Award at the recent Algonquin College Fall Business & Leadership Conference.

Moved by James Carmody

Seconded by Theresa Sabourin

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

Carried

2. Budget Report (Economic Development)

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 presented the list of active planning applications and the October building permit statistics.

Moved by Murray Rutz

Seconded by Karen Donovan

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

Carried

2. Budget Reports (Planning and Building)

Received for information.

Finance

1. FIN-22-2025 – October 2025 Expenditure Report

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

Moved by Lisa Coutu

Seconded by Karen Donovan

That cheque numbers 6345 to 6579 totaling \$1,894,072.83 be approved by Council.

Carried

Legislative Services

1. LEG-12-2025 – Award Request for Proposal PW-26-2025 Animal Control/By-law/Parking Enforcement Services

Dawn Recoskie, Director of Legislative Services/Clerk, provided an overview of the report.

Moved by Theresa Sabourin

Seconded by James Carmody

That Council awards Request for Proposal PW-26-2025, Animal Control/By-law/Parking Enforcement Services, to Municipal Law Enforcement Services in the amount of \$208,000.00 plus HST for Year One (December 1, 2025 to November 30, 2026) of the three-year animal control/by-law/parking enforcement services contract, with the option to renew for an additional two (2) year period.

Carried

General Matters

There was nothing to report.

Closed Meeting

There was no closed meeting.

Adjournment

Moved by Murray Rutz

Seconded by Karen Donovan

That the meeting be adjourned.

Carried

The meeting adjourned at 7:36 p.m.

Signature of the Clerk (Original Signed)