



**Town of Petawawa
Council-In-Committee Meeting Minutes
November 24, 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 Adam Driscoll
Councillor Murray Rutz

Also Present:

Colin Howard, CAO
Dawn Recoskie, Director of Legislative Services/Clerk
Kate Bennett, Legislative Services Coordinator
Craig Proulx, Acting Fire Chief
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
Noah Boyes, Senior Planner
Paula Turcotte, Acting Treasurer (7:46 p.m.)
Chase, Samantha and Brynn Fleming
Kathy Fleming
Alison and Tyler Fleming
Deputy Chief Dave Libby
Sergeant Mike Howat

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. Certificate of Recognition – Chase Fleming – Courage and Bravery

Mayor Gary Serviss presented a certificate of recognition to 9 year-old Chase Fleming who demonstrated remarkable courage recently by calling 911 during a medical emergency involving his grandmother. Acting Fire Chief Craig Proulx (Town of Petawawa Fire Department), Deputy Chief Libby (Renfrew County Paramedic Service), and Sergeant Mike Howat (Upper Ottawa Valley OPP) assisted with the presentation.

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 October. Mr. Coyle reported that a grant application was submitted under the Blue Jays Care – Field of Dreams grant for up to \$25,000, which if successful would be used for benches/dugout at the Kiddyland Ball Diamond.

Moved by Lisa Coutu

Seconded by Murray Rutz

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

Carried

2. Budget Report

Received for information.

Fire and Emergency Services

1. Monthly Activity Report

Craig Proulx, Acting Fire Chief, provided an overview of the report. AFC Proulx reported 24 incidents for the month of October, including two (2) bonfire/burning complaints, four (4) fire alarms, one (1) motor vehicle collision, three (3) carbon monoxide alarms, and four (4) incidents of downed hydro lines. AFC Proulx highlighted the monthly platoon training which focused on interior attack and search.

Moved by Theresa Sabourin

Seconded by James Carmody

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

Carried

2. Implementation Plan 2025 – Master Fire Plan

AFC Craig Proulx and Acting Deputy Fire Chief Jamie Knott, provided an overview of the proposed implementation plan for the recommendations contained within the Master Fire Plan. AFC Proulx explained the purpose of the implementation plan is to provide a structured roadmap for Council to execute the Master Fire Plan recommendations with the aim of enhancing fire protection services, ensuring compliance with provincial regulations, and addressing the evolving needs of the community.

Moved by Murray Rutz

Seconded by Adam Driscoll

That Council accepts the Implementation Plan 2025 for the Master Fire Plan for information, recognizing any items requiring a financial commitment will be addressed during budget deliberations.

Carried

3. Budget Report

Received for information.

Public Works

1. PW-33-2025 – Winter Maintenance of Pitzner Road and proposed amendments to By-law 160/00

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

Moved by James Carmody

Seconded by Karen Donovan

That Council directs staff to revise By-law 160/00 to amend the distances as stated in By-law 160/00 to properly state the winter maintenance expectations of the Town's Public Works Department pertaining to Pitzner Road as follows:

Roads under which this standard applies:

Pitzner Road – Approx. 830 metres west of Priebe Road to westerly end.

Carried

Planning and Development

1. PL-34-2025 – Revised Clean Yards and Property Standards By-laws

Melanie Scheer, Director of Planning and Development, and Noah Boyes, Senior Planner, presented the revised draft Clean Yards By-law and the revised draft Property Standards By-law.

Moved by Lisa Coutu

Seconded by Adam Driscoll

That Council directs staff to present the revised Clean Yards and Property Standards By-laws at a future meeting of Council for adoption by by-law.

Carried

At this point (7:46 p.m.), Acting Treasurer Paula Turcotte entered the Council Chambers.

2. PL-35-2025 – Extension of Draft Approval – Radtke Estates Phase 2, Subdivision File 47-T-17001, Part of Lots 19 & 20, Concession 6, Murphy/Doran Road

Melanie Scheer provided an overview of the report.

Moved by James Carmody

Seconded by Theresa Sabourin

That Council supports the extension of draft approval for Radtke Estates Subdivision Phase 2.

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 October. Mr. Howard reported on recruitment activities, and highlighted statistics regarding commissioner of oaths and community flag requests.

Moved by Murray Rutz

Seconded by Theresa Sabourin

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

Carried

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

Received for information.

3. Administration Budget Report

Received for information.

4. Council Budget Report

Received for information.

General Matters

There was nothing to report.

Closed Meeting

There was no closed meeting.

Adjournment

Moved by Adam Driscoll

Seconded by Lisa Coutu

That the meeting be adjourned.

Carried

The meeting adjourned at 7:57 p.m.

Signature of the Clerk (Original Signed)