



**Town of Petawawa  
Council-In-Committee Meeting Minutes  
January 26, 2026 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  
Brad Pilon, IT Systems and 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  
Meaghan O'Quinn, Director of Finance/Treasurer  
Trevor Woodtke, Asset/Energy Management Coordinator  
Rajat Ali, Senior Planner  
Colton Kyle

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

Jamie Knott, Acting Deputy Fire Chief, provided an overview of the report. ADFC Knott reported 12 incidents for the month of December, including five (5) smoke alarms, one (1) carbon monoxide alarm, and two (2) motor vehicle collisions. ADFC Knott highlighted the monthly platoon training which focused on ice water rescue, the new carbon monoxide alarm requirements, and updates to the presumptive legislation for cancer, heart injuries and PTSD.

**Moved by Murray Rutz**

**Seconded by Adam Driscoll**

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 December. Mr. Coyle highlighted staff training, grant applications, and proposed events and partnerships for the Water and Dirt Festival.

**Moved by Karen Donovan**

**Seconded by Theresa Sabourin**

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

**Carried**

## **Public Works**

### 1. PW-02-2026 – Amendment to the extension to the Service Contract for the Collection and Transportation of various Solid Waste Material within the Town of Petawawa

Trevor Woodtke, Asset/Energy Management Coordinator, provided an overview of the report. Mr. Woodtke explained Schedule 2 Charges of Appendix “A” to By-Law 971/15, as amended by By-law 1757/25, requires further amendment to include the negotiated charges pertaining to the Non-Eligible Sources (NES) recycling collection through the remainder of the service contract extension. The unit cost for the collection and transportation of recyclable material for NES is \$29.25 per stop,

per month, for the period from January 1, 2026, to December 31, 2026, and will be increased by the Consumer Price Index as defined in the existing service contract, for the period from January 1, 2027, to March 31, 2027.

**Moved by Murray Rutz**

**Seconded by James Carmody**

That Council approves the charges for the collection and transportation of recyclable materials from designated properties that are not considered “eligible sources” as defined in Ontario Regulation 391/21: Blue Box, within the Town of Petawawa, for the periods identified from January 1, 2026 to December 31, 2026, and from January 1, 2027 to March 31, 2027; and

That a By-law to amend By-laws 971/15 and 1757/25, be presented at the next Council meeting, to authorize the execution of a subsequent amendment to Schedule 2 Charges of Appendix “A” to By-law 971/15, as amended by By-law 1757/25, to include the approved charges.

**Carried**

2. PW-03-2026 – Award of Tender PW-03-2025, Norman Street Access to Petawawa Boulevard

Chris Mantha, Director of Public Works, provided an overview of the report. Following discussion, Council adopted the following motion:

**Moved by Murray Rutz**

**Seconded by Lisa Coutu**

That Council approves the award of Tender PW-03-2025, Norman Street Access to Petawawa Boulevard Part A, to the lowest bidder being Bonnechere Excavating Inc. in the amount of \$524,938.24; and

That Council approves an additional \$70,000.00 for design alterations, engineering support, and construction administration; and

That Council approves \$30,000.00 for project contingency, for a total project cost of \$624,938.24 excluding HST.

**Carried**

3. PW-04-2026 – Petawawa Council request for speed limit reduction on Doran Road (County Road #26) between Highway #17 and Murphy Road (County Road #37) in the Town of Petawawa

Chris Mantha provided an overview of the report. Following discussion, Council adopted the following motion:

**Moved by Theresa Sabourin**

**Seconded by Karen Donovan**

That Council requests the County of Renfrew to lower the speed limit on Doran Road (County Road #26) from 80 km/hr to 60 km/hr at Airport Road, and lower the speed limit from 60 km/hr to 50 km/hr at Derek Drive; and

That Council requests that a traffic study be conducted by the County of Renfrew on Doran Road (County Road #26) from Highway 17 to Murphy Road (County Road #37) and provide recommendations to the Town of Petawawa for lowering the speed limit.

**Carried**

### **Planning and Development**

1. PL-03-2026 – Zoning By-law Amendment Application Z194, Part of Lots 21 & 22, Concession 7, 3283 Petawawa Boulevard

Melanie Scheer, Director of Planning and Development, provided an overview of the report. Ms. Scheer explained that a zoning by-law amendment application has been submitted to rezone 3283 Petawawa Boulevard from Residential One (R1) to Residential One - Exception Sixty-One (R1-E61) to permit a professional office for an out-patient counselling service business offering mental health services, family support and vocational return-to-work counselling in the existing dwelling building. The rezoning would not permit the footprint of the existing dwelling building to be expanded. The amendment would also establish site-specific parking provisions appropriate for the proposed office use. A public meeting for the zoning by-law amendment has been scheduled for February 9, 2026.

The report was received for information.

2. PL-04-2026 – Backyard Chickens

Melanie Scheer and Rajat Ali, Senior Planner, provided an overview of the revised draft Backyard Chickens By-law and the revised draft zoning by-law amendment.

**Moved by Adam Driscoll**

**Seconded by Lisa Coutu**

That Council approves the draft Backyard Chickens By-law as presented; and

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

**Carried**

**Moved by Karen Donovan**

**Seconded by Adam Driscoll**

That pursuant to Section 34 (17) of the Planning Act, Council deems that no further public meeting is required with respect to the proposed modifications to the draft Zoning By-law Amendment; and

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

**Carried**

## **Finance**

### 1. FIN-01-2026 – 2026 Water and Sewer Rates

Meaghan O’Quinn, Director of Finance/Treasurer, provided an overview of the report.

**Moved by Theresa Sabourin**

**Seconded by James Carmody**

That Council approves the draft by-law setting the 2026 Water and Sewer rates as presented; and

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

**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 for animal control and by-law enforcement over the month of December and reported on false alarms realized over the month. Ms. Recoskie invited Council and members of the public to attend the upcoming Public Information Session for the Public Transportation Feasibility Study on February 4, 2026 from 4:00 p.m. to 7:00 p.m. at the Petawawa Public Library in the Rotary Room. Colin Howard, CAO, reported on recruitment activities, and highlighted statistics regarding commissioner of oaths and community flag requests.

**Moved by Theresa Sabourin**

**Seconded by Adam Driscoll**

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

**Carried**

### 2. LEG-03-2026 – Proposed Council Meeting Schedule

Dawn Recoskie provided an overview of the report. Following discussion, Council adopted the following motion:

**Moved by Lisa Coutu**

**Seconded by Adam Driscoll**

That Council reduces its meeting schedule from four (4) meetings per month to three (3) meetings per month on the first, second, and third Monday, with the start time being moved from 6:30 p.m. to 6:00 p.m., on a trial basis for the months of March and April 2026. And that Council considers reducing the meeting schedule in July and August from three meetings per month to two meetings per month on the

second and third Monday beginning at 6:00 p.m. A final decision on the proposed meeting schedule will be made prior to May 1, 2026.

**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 9:21 p.m.

Signature of the Clerk      (Original Signed)