



Town of Petawawa
Regular Meeting of Council Minutes
March 16, 2026 at 6:00 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, Chief Administrative Officer
Dawn Recoskie, Director of Legislative Services/Clerk
Brad Pilon, IT Systems and Cloud Administrator
Chris Mantha, Director of Public Works
Melanie Scheer, Director of Planning and Development (6:33 p.m.)
Lisa Thompson, Ontario Federation of Trail Riders
Enno Kerckhoff, Petawawa Rotary Club
Teresa Fisico, Petawawa Rotary Club
Jason Spence
Deric Coutu
Cyndi Mills, Petawawa Rotary Club (6:07 p.m.)

Call to Order

The Mayor called the meeting to order at 6:00 p.m.

Land Acknowledgement

The land acknowledgement including a Truth and Reconciliation Commission Call to Action was read.

Moment of Silent Reflection

Mayor Gary Serviss asked those in attendance to stand for a moment of silent reflection.

Approval of Agenda

Resolution #1

Moved by James Carmody

Seconded by Theresa Sabourin

That the agenda for the March 16, 2026 regular meeting of Council, be adopted as presented.

Carried

Disclosure of Pecuniary Interest

There were no disclosures of pecuniary interest.

Approval of Minutes

1. Council Meeting (March 2, 2026)

Resolution #2

Moved by Lisa Coutu

Seconded by Karen Donovan

That the minutes of the regular meeting of Council held March 2, 2026, be approved as printed and circulated.

Carried

Presentations

1. Request for Regulated Road Access for Off-Road Motorcycles – Lisa Thompson, Ontario Federation of Trail Riders

Mayor Serviss welcomed Lisa Thomspson from the Ontario Federation of Trail Riders.

Lisa Thompson indicated the Ontario Federation of Trail Riders is seeking permission from Council to allow limited, regulated road access for off-road motorcycles similar to what is currently permitted for other types of off-road vehicles. She indicated their request is about getting riders to and from trails safely and not opening roads to unrestricted use.

Following discussion, Council adopted the following resolution:

Resolution #3

Moved by Murray Rutz

Seconded by Lisa Coutu

That Council directs staff to research off-road motorcycle usage on municipal roads and return with a report to Council.

Carried

On behalf of Council, Mayor Serviss thanked Lisa Thompson for her informative presentation.

2. Petawawa Rotary Club Peace Pole – Enno Kerckhoff, Petawawa Rotary Club

Mayor Serviss welcomed Enno Kerckhoff from the Petawawa Rotary Club.

Enno Kerckhoff indicated the Petawawa Rotary Club is seeking permission from Council to install a Rotary Peace Pole in the park across from the Petawawa Civic Centre/Petawawa Public Library. Mr. Kerckhoff commented the peace pole aligns with the messaging at the existing Peacekeeping monument at the park which is also an accessible and prominent public space. The Rotary Club of Petawawa intends to contribute \$3,000 for landscaping and the placement of the Peace Pole on the site.

Following discussion, Council adopted the following resolution:

Resolution #4

Moved by Theresa Sabourin

Seconded by Karen Donovan

That Council approves the request from the Petawawa Rotary Club to install a Rotary Peace Pole in the park across from the Petawawa Civic Centre/Petawawa Public Library, subject to the Petawawa Rotary Club contributing \$3,000 for landscaping and the placement of the Peace Pole on the site.

Carried

Mayor Serviss, on behalf of Council, thanked Enno Kerckhoff and the Petawawa Rotary Club for their contributions to the community.

By-laws

1. By-law 1821/26 – being a by-law to appoint a Compliance Audit Committee for the 2026 Municipal Election

Resolution #5

Moved by Theresa Sabourin

Seconded by James Carmody

That By-law 1821/26, being a by-law to appoint a Compliance Audit Committee for the 2026 Municipal Election, be read a first and second time.

Carried

Resolution #6

Moved by Murray Rutz

Seconded by Lisa Coutu

That By-law 1821/26, be read a third and final time and passed.

Carried

2. By-law 1822/26 – being a by-law to amend By-law 1788/25, being a by-law to appoint Municipal Law Enforcement Officers for the Town of Petawawa

Resolution #7

Moved by Adam Driscoll

Seconded by Karen Donovan

That By-law 1822/26, being a by-law to amend By-law 1788/25, being a by-law to appoint Municipal Law Enforcement Officers for the Town of Petawawa, be read a first and second time.

Carried

Resolution #8

Moved by James Carmody

Seconded by Lisa Coutu

That By-law 1822/26, be read a third and final time and passed.

Carried

Correspondence

1. Ontario's Transition of the Municipal Blue Box Recycling Program to Extended Producer Responsibility – correspondence from Ottawa Valley Waste Management Board to MPP Billy Denault

Mayor Serviss presented the item of correspondence. The letter was received for information.

Minutes

1. Council-In-Committee Meeting (March 9, 2026)

Resolution #9

Moved by Theresa Sabourin

Seconded by Murray Rutz

That the minutes of the Council-In-Committee meeting held on March 9, 2026, be accepted by Council, and that resolutions from that Committee become resolutions of Council.

Carried

2. Petawawa Business Advisory Network (February 3, 2026)

Councillor Adam Driscoll provided an overview of the recent activities of the Petawawa Business Advisory Network.

Resolution #10

Moved by Adam Driscoll

Seconded by Murray Rutz

That the minutes of the Petawawa Business Advisory Network meeting held on February 3, 2026, be adopted as information.

Carried

Staff Reports

1. PW-07-2026 – Award of Tender PW-01-2026, Concrete Works

Chris Mantha, Director of Public Works, presented the report.

Resolution #11

Moved by Theresa Sabourin

Seconded by Murray Rutz

That Council approves the award of Tender PW-01-2026, Concrete Works, to the lowest bidder being Bonnechere Excavating Inc. in the amount of \$161,930.00 plus HST.

Carried

2. PW-08-2026 – Award of Tender PW-02-2026, Hot Mix Asphalt Patching

Chris Mantha presented the report.

Resolution #12

Moved by James Carmody

Seconded by Karen Donovan

That Council approves the award of Tender PW-02-2026, Hot Mix Asphalt Patching, to the lowest bidder being Bonnechere Excavating Inc. in the amount of \$105,164.50 plus HST.

Carried

3. PW-09-2026 – Award of Tender PW-03-2026, Hot Mix Asphalt Resurfacing

Chris Mantha presented the report.

Resolution #13

Moved by Murray Rutz

Seconded by Adam Driscoll

That Council approves the award of Tender PW-03-2026, Hot Mix Asphalt Resurfacing, to the lowest bidder being Bonnechere Excavating Inc. in the amount of \$244,716.34 plus HST.

Carried

Councillor Reports

Deputy Mayor Theresa Sabourin – nothing to report.

Councillor James Carmody reported he attended the Town's employee appreciation luncheon on March 6th and participated on the interview panel for the Upper Ottawa Valley OPP Detachment Commander position on March 9th.

Councillor Lisa Coutu reported she also attended the employee appreciation luncheon and service award presentations on March 6th. Councillor Coutu also attended the Petawawa Business Networking "Caffeinated & Connected" event at Ottawa Valley Coffee on March 9th.

Councillor Adam Driscoll reported he participated in the fundraising hockey game between the Petawawa Fire Department and the Patriot U18 hockey team on Sunday, March 15th. The event raised \$1,620 for the outdoor rink board replacement project. Councillor Driscoll thanked residents for attending the game, approximately 150 fans were in attendance, and he also noted the fire department won the hockey game.

Councillor Karen Donovan reported she attended the employee appreciation luncheon on March 6th and participated in an online outreach meeting for the Petawawa Seniors Advisory Committee on March 12th.

Councillor Murray Rutz reported he attended a PBAN meeting on March 3rd and the employee appreciation luncheon on March 6th.

Mayor Gary Serviss reported he attended an intermunicipal meeting between the County of Renfrew and the City of Pembroke on March 2nd. On March 3rd, Mayor Serviss, Deputy Mayor Sabourin, Councillor Carmody, and Councillor Driscoll met with two grade 10 Civics classes at Valour JK-12 School to discuss municipal government. Mayor Serviss attended a Garrison Petawawa mess dinner on March 5th and the employee appreciation luncheon and service award presentations on March 6th. Mayor Serviss attended the tip-off for the 2026 OFSAA "AA" boys' basketball tournament on March 9th and several meetings at the County of Renfrew on March 12th. Mayor Serviss also reported that he was an honorary member of the Petawawa Fire Department and participated in the fundraising hockey game on March 15th.

Closed Meeting

Resolution #14

Moved by Lisa Coutu

Seconded by James Carmody

That the meeting be closed pursuant to Section 239 (2) (c) of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, to discuss a proposed or pending acquisition or disposition of land by the municipality or local board, regarding a potential purchase of land by the Town of Petawawa.

Carried

Council went into closed session at 6:53 p.m.

Council reconvened to open session at 7:46 p.m.

Business Arising from Closed Session

A closed meeting was held. Council discussed a potential purchase of land by the Town of Petawawa. Direction was given to the Chief Administrative Officer. There is nothing further to report.

Confirming By-law

Resolution #15

Moved by Murray Rutz

Seconded by Karen Donovan

That By-law 1823/26 be read a first, second and third time and passed.

Carried

Adjournment

Resolution #16

Moved by Lisa Coutu

Seconded by James Carmody

That the meeting adjourn to the call of the Mayor.

Carried

The meeting adjourned at 7:49 p.m.

Signature of the Mayor (Original Signed)

Signature of the Clerk (Original Signed)