



**Town of Petawawa  
Council-In-Committee Meeting Minutes  
April 13, 2026 at 6:00 p.m.  
Council Chambers**

**Present:**

Mayor Gary Serviss  
Councillor James Carmody  
Councillor Lisa Coutu  
Councillor Karen Donovan  
Councillor Adam Driscoll  
Councillor Murray Rutz

**Regrets:**

Deputy Mayor Theresa Sabourin

**Also Present:**

Colin Howard, CAO  
Dawn Recoskie, Director of Legislative Services/Clerk  
Brad Pilon, IT Systems and Cloud Administrator  
Craig Proulx, Acting Fire Chief  
Christine Mitchell, Manager of Economic Development  
Chris Mantha, Director of Public Works  
Colin Coyle, Manager of Recreation, Culture and Tourism  
Meaghan O'Quinn, Director of Finance/Treasurer  
Melanie Scheer, Director of Planning and Development  
Aimee Bailey, Founding Member, The Circle of Turtle Lodge  
Steve Fortin, Chair, The Circle of Turtle Lodge  
Kerry Fortin, The Circle of Turtle Lodge  
Sherry Dion, The Circle of Turtle Lodge  
Steve Webster, Jp2g Consultants Inc.

The Council-In-Committee meeting was opened by the Mayor at 6:00 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. The Circle of Turtle Lodge Petition for Land for Indigenous Knowledge Centre – Aimee Bailey, Founding Member and Steve Fortin, Chair

Mayor Serviss welcomed Aimee Bailey, Founding Member, Steve Fortin, Chair, Kerry Fortin, Member, and Sherry Dion, Member, from The Circle of Turtle Lodge.

Aimee Bailey and Steve Fortin shared there is more demand for Indigenous-led culturally grounded programs, and the lack of dedicated space restricts the ability of The Circle of Turtle Lodge (CTCL) to meet community needs. The CTCL is proposing an Indigenous Knowledge Centre which will be a multipurpose Indigenous-led facility serving as a living repository of cultural knowledge and a center for cultural programming, youth mentorship-leadership, environmental stewardship, healing and wellness programs, knowledge exchange with institutions and municipalities.

Steve Fortin shared municipalities across Canada are advancing reconciliation, environmental stewardship, and Indigenous self-determination. The proposed Knowledge Centre directly supports these priorities and would position Renfrew County as a regional leader.

The CTCL is respectfully petitioning for 2-3 acres of municipally-owned land on the Kitchi Sibi (Ottawa River), or other lakes or rivers. If an existing structure does not exist on the property, the CTCL will seek funding to build one. The location will support land-based teachings, accessibility, and long-term sustainability. The allocation of land to create an Indigenous Knowledge Centre is a meaningful and strategic step toward reconciliation, community well-being, and environmental stewardship.

Following questions from Council, Mayor Serviss thanked Aimee Bailey, Steve Fortin, Kerry Fortin, and Sherry Dion for their presentation. Staff was directed to review the request for land and report back to Council.

## **Fire and Emergency Services**

### 1. Monthly Activity Report

Craig Proulx, Acting Fire Chief, provided an overview of the report. AFC Proulx reported 20 incidents for the month of March, including seven (7) fire alarms, seven

(7) motor vehicle collisions, and one (1) structure fire. AFC Proulx highlighted the monthly platoon training which focused on ice water rescue and mental health training.

**Moved by Murray Rutz**

**Seconded by Karen Donovan**

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

**Carried**

## **Economic Development**

### 1. Monthly Activity Report

Christine Mitchell, Manager of Economic Development, provided an overview of the monthly report. Ms. Mitchell recognized the owners (Clarence Barink and Joanne Watts) of Paramount Kitchens who are retiring and closing the family business after 42 years in business. Ms. Mitchell also highlighted the future grand openings for Dante's Delicatessen and Signature Team Realty. Ms. Mitchell reported the Container Market will have a soft opening on May 1<sup>st</sup> with the official opening for the season to occur on May 8<sup>th</sup>. An Expression of Interest for artwork for the new Petawawa Letter Sign has been issued with a closing date of April 21, 2026.

**Moved by Lisa Coutu**

**Seconded by James Carmody**

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

**Carried**

## **Public Works**

### 1. Monthly Activity Report

Chris Mantha Director of Public Works provided an overview of the monthly activity report. Mr. Mantha highlighted capital works projects for 2026, provided an update regarding the upcoming AORS Trade Show, and discussed a proposed motion regarding the protection for municipal public works workers and contractors.

**Moved by Murray Rutz**

**Seconded by Karen Donovan**

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

**Carried**

**Moved by James Carmody**

**Seconded by Karen Donovan**

Whereas municipal public works employees and contracted service providers are responsible for maintaining critical infrastructure including roads, sidewalks, bridges,

drainage systems, and winter maintenance operations that are essential to public safety and emergency response; and

Whereas during significant weather events and emergencies, these workers act as frontline responders, ensuring routes remain open for ambulances, fire services, police, school transportation, and the travelling public; and

Whereas municipalities across Ontario are reporting an increase in harassment, threats, intimidation, and dangerous interference from members of the public directed at municipal workers and subcontractors while they perform their duties; and

Whereas these behaviours have included verbal abuse, threats of violence, obstruction of equipment, and actions that delay or disrupt winter maintenance and emergency response operations, placing workers and the broader public at risk; and

Whereas interference with municipal operations during storms and emergencies jeopardizes service levels, delays critical response times, and creates significant occupational health and safety risks; and

Whereas the Association of Ontario Road Supervisors (AORS) has formally called on the Province of Ontario to strengthen legislative protections, enforcement support, and consequences for those who threaten or obstruct municipal public works staff and contractors;

Now therefore be it resolved that the Council of the Corporation of the Town of Petawawa supports the calls to action advanced by the Association of Ontario Road Supervisors to improve protections for municipal public works workers and subcontractors; and

Be it further resolved that the Province of Ontario be requested to introduce legislative and enforcement measures that:

- Recognize municipal public works workers and contractors as essential service providers during declared significant weather events and emergencies;
- Deter and penalize interference, threats, harassment, or obstruction of municipal operations; and
- Provide clear direction and support to police services to proactively respond to these incidents;

And be it further resolved that a letter conveying Council's support for these measures be sent to:

- The Honourable David Piccini, Minister of Labour, Immigration, Training and Skills Development

- The Honourable Rob Flack, Minister of Municipal Affairs and Housing
- The Honourable Doug Ford, Premier of Ontario

And that a copy of this resolution be forwarded to Billy Denault, MPP, Renfrew Nipissing Pembroke, the Association of Ontario Road Supervisors and neighbouring municipalities for their consideration.

**Carried**

2. PW-10-2026 – Ten Year Capital Infrastructure Plan (2026-2035)

Chris Mantha and Steve Webster of Jp2g Consultants Inc. presented the proposed Ten Year Capital Infrastructure Plan (2026-2035). Mr. Webster highlighted the sanitary sewer system, storm sewer system, road system, and drinking water system.

**Moved by Murray Rutz**

**Seconded by Adam Driscoll**

That Council endorses the 2026-2035 Capital Infrastructure Plan as a guide for staff, and any capital upgrades initiated through the plan will be deliberated annually and approved by Council as part of Town budgetary processes.

**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 February and March. Mr. Coyle highlighted summer camp registrations, grant applications, and the recent Cabin Fever event. Mr. Coyle recognized the upcoming Roam and Refill Water Bottle Campaign and the Hell or High Water event scheduled for May 9<sup>th</sup>.

**Moved by Lisa Coutu**

**Seconded by James Carmody**

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

**Carried**

2. RCT-06-2026 – Facility Terms and Conditions

Colin Coyle presented the updated terms and conditions for field rentals, ice rentals, and room and public space rentals as offered by the Recreation, Culture and Tourism Department.

**Moved by Karen Donovan**

**Seconded by Murray Rutz**

That Council accepts and adopts the attached updated Terms and Conditions for Field Rentals, Ice Rentals, and Room & Public Space Rentals as offered by the Recreation, Culture and Tourism Department.

**Carried**

### **Finance**

1. FIN-04-2026 – 2025 Council and Committee Remuneration

Meaghan O’Quinn, Director of Finance/Treasurer, presented the 2025 Council and Committee remuneration report.

**Moved by Lisa Coutu**

**Seconded by James Carmody**

That the report numbered FIN-04-2026 entitled “2025 Council and Committee Remuneration” be received as information.

**Carried**

### **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 February 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-08-2026 – Overview of Recent Legislative Changes Related to Planning and Development

Melanie Scheer explained there have been several recent provincial legislative changes related to planning and development introduced through Bills 17, 60 and 98.

The legislative changes were introduced by the Province of Ontario to help build more houses and supporting infrastructure, with a province-wide target of 1.5 million new homes by 2031. The bills introduce measures to streamline planning processes, reduce development barriers and standardize requirements across municipalities.

**Moved by Lisa Coutu**

**Seconded by James Carmody**

That Council accepts Report PL-08-2026 as information.

**Carried**

3. PL-09-2026 – Site Plan Application – “Retail B”, Plan 49M68 Part of Block 3 and RP49R19470 Part of Parts 4 and 5, Town Centre Boulevard, Canadian Forces Drive & Petawawa Boulevard

Melanie Scheer presented the proposed site plan for “Retail B”. The proposed development includes:

- One 888 square metre (9558 square foot) four-unit building, containing:
  - Three restaurant units;
  - Two retail units;
  - One convenience store unit; and
  - An outdoor patio area.
- One 635 square metre (6835 square foot) four-unit building, containing:
  - Two retail units;
  - Two restaurant units, one with drive-through facilities; and
  - An outdoor patio area.
- One 120 square metre (1290 square foot) building containing an automatic car wash and outdoor self-serve vacuums for car cleaning; and
- One 279 square metre (3006 square foot) covered four-island gas bar.

**Moved by Murray Rutz**

**Seconded by Karen Donovan**

That Council supports site plan approval for the proposed development on the lands described as Part of Block 3 on Registered Plan 49M-68 and Part of Parts 4 and 5 on Reference Plan 49R-19470 on the condition that the Owner enters into a site development agreement with the Town.

**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 March and reported on false alarms realized over the month. Ms. Recoskie also reported, following final calculations, the donation to the Ontario SPCA Renfrew County Animal Centre turned out to be in the amount of \$2,350 from DocuPet’s Safe & Happy Fund (20% of the custom tag sales purchased by Petawawa residents are set aside for this purpose). Since 2020 Petawawa residents have contributed over \$7,750 to the Ontario SPCA Renfrew County Animal Centre through the purchase of custom tags. Colin Howard, CAO, reported on recruitment activities, and highlighted statistics regarding commissioner of oaths, community flag requests, and certificate requests.

Mr. Howard presented the new Land Acknowledgement for Council which was drafted in consultation with The Circle of Turtle Lodge. Once Council completes reading the 94 Calls To Action, the new Land Acknowledgement will be declared. Mayor Serviss asked members of Council to provide any comments or concerns they may have regarding the proposed new Land Acknowledgement to the CAO.

**Moved by Lisa Coutu**

**Seconded by James Carmody**

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

**Carried**

### **General Matters**

1. Proposed Municipal Inclusion Charter for the Town of Petawawa – Councillor Lisa Coutu, Chair, Equity, Diversity and Inclusion Advisory Committee

Councillor Lisa Coutu presented a proposed Municipal Inclusion Charter that was drafted by the Equity, Diversity and Inclusion Advisory Committee, for Council's review. Members of Council were invited to participate on the EDI Committee's working group to review and refine the drafted Municipal Inclusion Charter. Mayor Serviss asked members of Council to provide any comments or concerns they may have regarding the draft charter to Councillor Lisa Coutu.

The charter was received for information at this time.

### **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 9:02 p.m.

Signature of the Clerk      (Original Signed)