



**Town of Petawawa**  
**Regular Meeting of Council Minutes**  
**April 20, 2026 at 6:00 p.m.**  
**Council Chambers**

**Present:**

Mayor Gary Serviss  
Deputy Mayor Theresa Sabourin (virtual attendance)  
Councillor James Carmody  
Councillor Lisa Coutu  
Councillor Karen Donovan  
Councillor Murray Rutz

**Regrets:**

Councillor Adam Driscoll

**Also Present:**

Colin Howard, Chief Administrative Officer  
Dawn Recoskie, Director of Legislative Services/Clerk  
Kate Bennett, Legislative Services Coordinator  
Chris Mantha, Director of Public Works  
Meaghan O'Quinn, Director of Finance/Treasurer  
Meghan Sutherland, Business Development Officer, Renfrew County Community  
Futures Development Corporation  
Colton Kyle

**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 Murray Rutz**

**Seconded by James Carmody**

That the agenda for the April 20, 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 (April 7, 2026)**

### **Resolution #2**

**Moved by Theresa Sabourin**

**Seconded by Lisa Coutu**

That the minutes of the regular meeting of Council held April 7, 2026, be approved as printed and circulated.

**Carried**

## **Presentations**

1. **Renfrew County Community Futures Development Corporation – Meghan Sutherland, Business Development Officer**

Mayor Serviss welcomed Meghan Sutherland, Business Development Officer for the Renfrew County Community Futures Development Corporation (RCCFDC).

Meghan Sutherland discussed local solutions for local economies and noted there are 60 Community Futures Program offices in Ontario, with 267 offices across Canada. RCCFDC supports business enterprises, community-based development and employment in Renfrew County by offering small business financing, community economic development, and business counselling and support services. RCCFDC can provide loans of up to \$300,000 to finance any viable business venture for purposes such as equipment purchases, real estate, expansion, working capital, and start-up costs. Applications for loans are locally reviewed and approved, and provide flexible payment terms.

On behalf of Council, Mayor Serviss thanked Meghan Sutherland for her presentation.

### **By-laws**

1. By-law 1828/26 – being a by-law to establish the rates of taxation and charges for waste management services for the year 2026

Resolution #3

**Moved by Murray Rutz**

**Seconded by Karen Donovan**

That By-law 1828/26, being a by-law to establish the rates of taxation and charges for waste management services for the year 2026, be read a first and second time.

**Carried**

Resolution #4

**Moved by James Carmody**

**Seconded by Lisa Coutu**

That By-law 1828/26, be read a third and final time and passed.

**Carried**

2. By-law 1829/26 – being a by-law to set 2026 compensation rates for members of the Town of Petawawa Volunteer Fire Department

Resolution #5

**Moved by Theresa Sabourin**

**Seconded by Lisa Coutu**

That By-law 1829/26, being a by-law to set 2026 compensation rates for members of the Town of Petawawa Volunteer Fire Department, be read a first and second time.

**Carried**

Resolution #6

**Moved by James Carmody**

**Seconded by Murray Rutz**

That By-law 1829/26, be read a third and final time and passed.

**Carried**

### **Correspondence**

1. Telling Your Story: A Community History Video Partnership – Craig Baird, Canadian History Ehx

Mayor Serviss presented the item of correspondence.

Resolution #7

**Moved by James Carmody**

**Seconded by Lisa Coutu**

That Council directs staff from the Recreation, Culture and Tourism Department to explore the request from Craig Baird to produce a dedicated feature video, and determine if the request is feasible or if it would be a duplication of work that internal Town staff is already participating in.

**Carried**

2. Pembroke and Area Airport Commission Budget

Mayor Serviss presented the item of correspondence.

Resolution #8

**Moved by Murray Rutz**

**Seconded by Karen Donovan**

That Council approves the 2026 Pembroke & Area Airport Commission budget as presented, and

That Council approves the Town of Petawawa's portion of the budget in the amount of \$37,135.01.

**Carried**

**Minutes**

1. Council-In-Committee Meeting (April 13, 2026)

Resolution #9

**Moved by Lisa Coutu**

**Seconded by Karen Donovan**

That the minutes of the Council-In-Committee meeting held on April 13, 2026, be accepted by Council, and that resolutions from that Committee become resolutions of Council.

**Carried**

2. Ottawa Valley Waste Management Board (January 29, 2026)

Councillor Murray Rutz provided an overview of the recent activities of the Ottawa Valley Waste Management Board.

Resolution #10

**Moved by Murray Rutz**

**Seconded by Karen Donovan**

That the minutes of the Ottawa Valley Waste Management Board meeting held on January 29, 2026, be adopted as information.

**Carried**

## **Staff Reports**

### 1. LEG-07-2026 – Election Accessibility Plan

Kate Bennett, Legislative Services Coordinator, presented the proposed Election Accessibility Plan for the 2026 municipal election.

#### Resolution #11

**Moved by Lisa Coutu**

**Seconded by James Carmody**

That Council approves the Election Accessibility Plan as presented.

**Carried**

### 2. LEG-08-2026 – Proposed Council Meeting Schedule – Follow Up

Although not legislatively required, the Clerk had requested that there be unanimous approval from all members of Council to support a change to the meeting schedule and that a decision be made prior to May 1, 2026, the opening of nominations for the 2026 municipal election. Due to the absence of Councillor Driscoll, not all members of Council are in attendance this evening. Council has the option of tabling the report to the next meeting of Council on May 4, 2026, the first meeting following the opening of nominations, noting all seven members of Council will need to be present at the meeting.

Although Councillor Driscoll expressed to staff that he is in support of a reduced meeting schedule, proxy voting is not permitted at the Council table. If Council wishes to proceed with the vote this evening, the Clerk requested that Council adopt a motion permitting a “unanimous vote of those members of Council present at the meeting and voting” to be sufficient to alter the meeting schedule. If Councillor Driscoll does not support the motion, he may introduce a “motion to reconsider” the vote at the next meeting of Council.

If a member of Council present this evening does not support altering the meeting schedule, then the previous options suggested are a moot point and there will be no change to the meeting schedule.

Following discussion, Council adopted the following motion:

#### Resolution #12

**Moved by Theresa Sabourin**

**Seconded by Lisa Coutu**

That a unanimous vote of those members of Council present at this evening’s meeting and voting is sufficient to alter the meeting schedule.

**Carried**

Dawn Recoskie, Director of Legislative Services/Clerk, then provided an overview of the report and indicated staff is seeking direction from Council regarding the proposed Council meeting schedule.

Resolution #13

**Moved by Murray Rutz**

**Seconded by Karen Donovan**

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.; and

That this change to the meeting schedule be effective immediately; and

That the Procedural By-law be amended accordingly.

**Carried Unanimously**

Resolution #14

**Moved by Lisa Coutu**

**Seconded by James Carmody**

That Council approves the 2026 summer meeting schedule as follows:

- Monday, July 13, 2026 – Council at 6:00 p.m.
- Monday, July 20, 2026 – Committee at 6:00 p.m.
- Monday, August 10, 2026 – Council at 6:00 p.m.
- Monday, August 17, 2026 – Committee at 6:00 p.m.

**Carried**

3. PW-11-2026 – Award of Tender PW-06-2026, Rehabilitation of Portage Road Phase 3

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

Resolution #15

**Moved by Lisa Coutu**

**Seconded by Murray Rutz**

That Council approves the award of Tender PW-06-2025, Rehabilitation of Portage Road Phase 3, to the lowest bidder being G.P. Splinter Forest Products Ltd. in the amount of \$1,579,200.00; and

That Council approves an additional \$170,000.00 for Design, Construction Phase Services, and Post-Construction Phase Services; and

That Council approves a 15% contingency in the amount of \$236,880.00, for a total project cost of \$1,986,080.00 excluding HST.

**Carried**

4. PW-12-2026 – Tender PW-08-2026, WPCP (Wastewater Pollution Control Plant) Boiler Replacement

Chris Mantha provided an overview of the report. Mr. Mantha indicated after careful review by Jp2g Consultants Inc., and in consultation with Public Works, it has been recommended that the Town not award the project at this time due to the shortfall of available budget and scheduling concerns, noting the tender price submitted was approximately 37% over the cost of the pre-bid construction estimate.

Resolution #16

**Moved by Murray Rutz**

**Seconded by Karen Donovan**

That Council cancels Tender PW-08-2026, WPCP (Wastewater Pollution Control Plant) Boiler Replacement.

**Carried**

5. PW-13-2026 – Off-Road Vehicle By-law 1597/23 – Phase 3 Review & Off-Road Motorcycles (Potential Phase 4)

Dawn Recoskie and Chris Mantha provided an overview of the report. Following direction from the March 16, 2026 meeting, staff conducted an email survey of municipal Clerks in Ontario asking of those municipalities that have adopted by-laws to permit the operation of Off-Road Vehicles on their municipal roads, how many municipalities have also permitted the operation of “off-road motorcycles” and/or “extreme terrain vehicles” on their municipal roads, and what, if any pros/cons they had to share. Staff received responses from 28 municipalities. Of those that responded, only five (5) of the municipalities permit the operation of “off-road motorcycles” and “extreme terrain vehicles” on their municipal roads, along with “all-terrain vehicles”, “multi-purpose off-highway utility vehicles”, and “recreational off-highway vehicles”.

Following discussion, Council adopted the following motion:

Resolution #17

**Moved by Lisa Coutu**

**Seconded by James Carmody**

That Council authorizes the operation of “off-road motorcycles” on municipal roads under the same rules as “all-terrain vehicles”, “multi-purpose off-highway utility vehicles”, and “recreational off-highway vehicles”; and

That By-law 1597/23 be amended to implement this change.

**Carried**

## **Councillor Reports**

Deputy Mayor Theresa Sabourin – nothing to report.

Councillor James Carmody – nothing to report.

Councillor Lisa Coutu reported that Lynn Tweedie has been appointed as the Interim Library CEO effective April 16<sup>th</sup>. Councillor Coutu attended a presentation on April 20<sup>th</sup> regarding the upcoming Red Dress Day event on May 5<sup>th</sup> which honours missing and murdered indigenous women, girls, and two-spirit people, and the upcoming Moose Hide Campaign Day event on May 14<sup>th</sup> with the goal of ending gender-based violence; members of the public are invited to attend.

Councillor Karen Donovan – nothing to report.

Councillor Murray Rutz reported he attended a meeting of the Festival Hall Committee on April 14<sup>th</sup>, noting Festival Hall will be hosting its first live theatre production called “The Somewhat True Tale of Robin Hood” in June. Councillor Rutz also attended a meeting of the Pembroke and Area Airport Commission on April 16<sup>th</sup>.

Mayor Gary Serviss reported he attended a County Council meeting on April 8<sup>th</sup>; Mayor Serviss and the CAO met with Mark Quinlan, Assistant Deputy Minister of Real Property Services, to discuss PILT on April 9<sup>th</sup>; Mayor Serviss also attended a meeting with Garrison Petawawa representatives on April 9<sup>th</sup> to review their new security measures. On April 16<sup>th</sup> Mayor Serviss attended a meeting at the Petawawa Centennial Family Health Centre, and also met with David Thompson of DND regarding real property investments at Garrison Petawawa. Mayor Serviss participated in the Federation of Canadian Municipalities’ Defence Task Force meeting today, which involves approximately 18 municipalities across the country that have military bases, to discuss challenges and opportunities.

Mayor Serviss and CAO Colin Howard discussed the Town’s flood response, noting four sandbagging stations have been established for residents. Staff continue to monitor water levels on the Ottawa River and the Petawawa River; the water levels are currently below what was experienced in 2023 and 2019.

## **Closed Meeting**

There was no closed meeting.

## **Confirming By-law**

### **Resolution #18**

**Moved by Lisa Coutu**

**Seconded by James Carmody**

That By-law 1830/26 be read a first, second and third time and passed.

**Carried**

**Adjournment**

**Resolution #19**

**Moved by Karen Donovan**

**Seconded by Murray Rutz**

That the meeting adjourn to the call of the Mayor.

**Carried**

The meeting adjourned at 7:36 p.m.

Signature of the Mayor      (Original Signed)

Signature of the Clerk      (Original Signed)