



**Town of Petawawa
Council-In-Committee Meeting Minutes
May 11, 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, CAO
Dawn Recoskie, Director of Legislative Services/Clerk
Brad Pilon, IT Systems and Cloud Administrator
Craig Proulx, Acting Fire Chief
Melanie Scheer, Director of Planning and Development
Christine Mitchell, Manager of Economic Development
Colin Coyle, Manager of Recreation, Culture and Tourism
Lana Gillard, Facility Services Liaison
Chris Mantha, Director of Public Works
Thomas Pacy, Associate, Dillon Consulting Limited (virtual attendance)
Colton Kyle

The Council-In-Committee meeting was opened by the Mayor at 6:00 p.m.

Land Acknowledgement

Mayor Serviss introduced the new land acknowledgement, following the reading of the last Truth and Reconciliation Commission Call to Action last week. The new land acknowledgement was read.

Disclosure of Pecuniary Interest

There were no disclosures of pecuniary interest.

Presentation

1. Public Transportation Feasibility Study, Phase 1 Final Report – Thomas Pacy, Associate, Dillon Consulting Limited

Staff Report LEG-09-2026 – Phase 1 Report – Public Transportation Feasibility Study

Mayor Serviss welcomed Thomas Pacy, Associate, Dillon Consulting Limited to present the phase 1 report for the Public Transportation Feasibility Study.

Thomas Pacy reported through the analysis of potential transit solutions, Phase 1 of the Public Transportation Feasibility Study has determined that a Hybrid Solution would provide the greatest potential benefit and would meet the needs heard through background analysis and public engagements. This solution was identified for implementation investigation in Phase 2 for several reasons:

1. Provides coverage across the entire Town meaning residents do not have to be near a fixed route, and that rural residents could receive on-demand transit coverage.
2. Flexible and scalable to suit the evolving travel patterns of residents, including both commute and discretionary journeys.
3. Connects Petawawa and Pembroke, meeting key needs heard throughout public engagement, in terms of access to education and essential services (including healthcare) in Pembroke.
4. Hours of operation provide more service options during the daytime for local trips for errands, appointments, and social outings.
5. Improved likelihood of provincial funding as the province seeks regional service integration opportunities through the Ontario Transit Investment Fund.
6. Ability to learn through Pembroke's experience of implementing local transit service.
7. Strong overall KPIs, even through a base scenario, both through cost recovery and ridership.

Following discussion, Council adopted the following motion:

Moved by Murray Rutz

Seconded by Lisa Coutu

That Council authorizes Dillon Consulting Limited to proceed with Phase 2 of the Public Transportation Feasibility Study.

Carried

Fire and Emergency Services

1. Monthly Activity Report

Craig Proulx, Acting Fire Chief, provided an overview of the report. AFC Proulx reported 13 incidents for the month of April, including two (2) battery fires, two (2) structure fires, one (1) wildland fire, two (2) motor vehicle collisions, and three (3) carbon monoxide alarms. AFC Proulx highlighted the monthly platoon training which focused on wildland fires and structure fire scenario. Three (3) new recruits were also hired.

Moved by James Carmody

Seconded by Theresa Sabourin

That the Fire and Emergency Services monthly activity report be accepted 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 April building permit statistics.

Moved by Karen Donovan

Seconded by Adam Driscoll

That the Planning and Development 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 commented on the relocation of the Petawawa Animal Hospital to their new building on Water Tower Road. The Container Market opened on May 1st with the official kick-off event held on May 8th. Ms. Mitchell highlighted the expression of interest for art for the Petawawa Letter Sign project; 26 requests for the EOI were received and 8 final submissions were submitted by the closing date. A successful artist has been chosen by the review committee, and their identity will be revealed at a later date. Ms. Mitchell invited members of Council to

attend the grand opening of Dante's Delicatessen on Wednesday, May 13th at 11:00 a.m.

Moved by Lisa Coutu

Seconded by Murray Rutz

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

Carried

2. ED-07-2026 – Community Improvement Plan – 3468 Petawawa Blvd. Unit C

Christine Mitchell presented the report.

Moved by Theresa Sabourin

Seconded by Murray Rutz

That Council, under the Community Improvement Plan adopted by By-law 1441/21, enters into a funding agreement with Kaya Hamilton-Trkulja of Doll Haus Beauty bar, authorized applicant for the commercial property located at 3468 Petawawa Blvd. Unit C, permitting the CIP financial incentive of:

- Up to \$1,000 under the Signage Improvement Grant

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 during the month of April. Mr. Coyle highlighted summer staff hiring and commented on the upcoming Civic Centre Days event to be held from June 11th to 14th and invited members of Council to participate in the annual Canada Day BBQ.

Moved by Murray Rutz

Seconded by Karen Donovan

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

Carried

2. RCT-07-2026 – Municipal Alcohol Policy

Colin Coyle and Lana Gillard, Facility Services Liaison, presented the updated Municipal Alcohol Policy and terms and conditions for alcohol, cannabis, smoking and substance use at municipal facilities and public spaces.

Following discussion, Council adopted the following motions.

Moved by Theresa Sabourin

Seconded by Karen Donovan

That Council approves the updated Municipal Alcohol Policy, as amended, to include a buy-local provision.

Carried

Moved by Lisa Coutu

Seconded by James Carmody

That Council approves the Terms and Conditions – Alcohol, Cannabis, Smoking and Substance Use at Municipal Facilities and Public Spaces as presented.

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 and provided an update regarding the upcoming AORS Trade Show scheduled for June 3rd & 4th at the Petawawa Civic Centre.

Moved by Murray Rutz

Seconded by James Carmody

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

Carried

2. PW-14-2026 – Award of Tender PW-12-2026, Supply and Delivery of LED Sport Field Lighting

Chris Mantha provided an overview of the report.

Following discussion, Council adopted the following motion.

Moved by Theresa Sabourin

Seconded by James Carmody

That the award of Tender PW-12-2026 be tabled at this time.

Carried

At this point, Councillor Karen Donovan left the Council Chambers.

3. PW-15-2026 – Award of Tender PW-10-2026, East Street Pumping Station Generator Replacement

Chris Mantha presented the report.

Moved by Theresa Sabourin

Seconded by Murray Rutz

That Council approves the award of Tender PW-10-2026, East Street Pumping Station Generator Replacement, to the lowest bidder being JWK Utilities and Site Services Ltd. in the amount of \$188,682.73.

Carried

At this point, Councillor Karen Donovan returned to the Council Chambers.

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 April and reported on false alarms realized over the month. Colin Howard, CAO, reported on recruitment activities, and highlighted statistics regarding commissioner of oaths, community flag requests, and certificate requests.

Moved by Adam Driscoll

Seconded by Lisa Coutu

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

Carried

General Matters

There was nothing to report.

Closed Meeting

There was no closed meeting.

Adjournment

Moved by Adam Driscoll

Seconded by Karen Donovan

That the meeting be adjourned.

Carried

The meeting adjourned at 8:00 p.m.

Signature of the Clerk (Original Signed)