



Town of Petawawa
Regular Meeting of Council Minutes
April 7, 2025 at 6:30 p.m.

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:

Scott Randolph, CAO
Colin Howard, Director of Legislative Services/Clerk
Melanie Scheer, Director of Planning and Development

Call to Order

The Mayor called the meeting to order at 6:30 p.m.

Land Acknowledgement

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

Moment of Silent Reflection

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

Approval of Agenda

Resolution #1

Moved by Murray Rutz

Seconded by Theresa Sabourin

That the agenda for the April 7, 2025 regular meeting of Council be adopted.

Carried

Disclosure of Pecuniary Interest

In accordance with Section 5(1) of the *Municipal Conflict of Interest Act*, R.S.O. 1990, c.M.50., as amended, where a member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the council at which the matter is the subject of consideration, the member, (a) shall, prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof; (b) shall not take part in the discussion of, or vote on any question in respect of the matter; and (c) shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question.

1. Declaration #2025-01

Councillor Adam Driscoll declared a potential deemed indirect pecuniary interest with respect to staff report PL-13-2025 Site Plan Application in the Industrial Park, as he is part of the ownership group of Petawawa Storage.

Approval of Minutes

1. Council Meeting (March 17, 2025)

Resolution #2

Moved by Lisa Coutu

Seconded by James Carmody

That the minutes of the regular meeting of Council held March 17, 2025, be approved as printed and circulated.

Carried

Presentations

There were no presentations.

By-laws

1. By-law 1742/25 – being a by-law to approve the naming of the Town of Petawawa OPP Detachment Board

Resolution #3

Moved by James Carmody

Seconded by Theresa Sabourin

That By-law 1742/25, being a by-law to approve the naming of the Town of Petawawa OPP Detachment Board, be read a first and second time.

Carried

Resolution #4

Moved by Karen Donovan

Seconded by Lisa Coutu

That By-law 1742/25, be read a third and final time and passed.

Carried

2. By-law 1743/25 – being a by-law to regulate and govern fences and swimming pool enclosures in the Town of Petawawa

Resolution #5

Moved by Theresa Sabourin

Seconded by Murray Rutz

That By-law 1743/25, being a by-law to regulate and govern fences and swimming pool enclosures in the Town of Petawawa, be read a first and second time.

Carried

Resolution #6

Moved by Lisa Coutu

Seconded by James Carmody

That By-law 1743/25, be read a third and final time and passed.

Carried

3. By-law 1744/25 – being a by-law to amend By-law 174/2001 of the Corporation of the Town of Petawawa, as amended

Resolution #7

Moved by Adam Driscoll

Seconded by James Carmody

That By-law 1744/25, being a by-law to amend By-law 174/2001 of the Corporation of the Town of Petawawa, as amended, be read a first and second time.

Carried

Resolution #8

Moved by Theresa Sabourin

Seconded by Murray Rutz

That By-law 1744/25, be read a third and final time and passed.

Carried

Correspondence

There was no correspondence.

Minutes

1. Council-In-Committee Meeting (March 24, 2025)

Resolution #9

Moved by Murray Rutz

Seconded by Lisa Coutu

That the minutes of the Council-In-Committee meeting held on March 24, 2025, be accepted by Council, and that resolutions from that Committee become resolutions of Council.

Carried

2. Ottawa Valley Waste Management Board Meeting (November 28, 2024)

Councillor Murray Rutz provided an overview of the recent activities of the Petawawa Business Advisory Network.

Resolution #10

Moved by Murray Rutz

Seconded by Theresa Sabourin

That the minutes of the Ottawa Valley Waste Management Board meeting held on November 28, 2024, be adopted as information.

Carried

3. Petawawa OPP Detachment Board Meeting (January 22, 2025)

Councillor James Carmody provided an overview of the recent activities of the Petawawa OPP Detachment Board.

Resolution #11

Moved by James Carmody

Seconded by Theresa Sabourin

That the minutes of the Petawawa OPP Detachment Board meeting held on January 22, 2025, be adopted as information.

Carried

4. Equity, Diversity and Inclusion Advisory Committee Meeting (January 29, 2025)

Councillor Lisa Coutu provided an overview of the recent activities of the Equity, Diversity and Inclusion Advisory Committee.

Resolution #12

Moved by Lisa Coutu

Seconded by Theresa Sabourin

That the minutes of the Equity, Diversity and Inclusion Advisory Committee meeting held on January 29, 2025, be adopted as information.

Carried

5. Petawawa Business Advisory Network Meeting (March 4, 2025)

Councillor Murray Rutz provided an overview of the recent activities of the Petawawa Business Advisory Network.

Resolution #13

Moved by Murray Rutz

Seconded by Adam Driscoll

That the minutes of the Petawawa Business Advisory Committee meeting held on March 4, 2025, be adopted as information.

Carried

Staff Reports

1. PL-13-2025 – Site Plan Application – 1000961675 Ontario Inc. (Petawawa Storage Group), Part of Lot 22, Concession 5, being Part 1 on Plan 49R-20836, Water Tower Road

At this point, 6:50 p.m., Councillor Adam Driscoll vacated the meeting due to his declared a potential deemed indirect pecuniary interest.

Melanie Scheer, Director of Planning and Development, provided an overview of the report.

Resolution #14

Moved by Murray Rutz

Seconded by Karen Donovan

That Council support site plan approval for 1000961675 Ontario Inc. (Petawawa Storage Group) on condition that the Owner enters into a site development agreement with the Town and the transfer of lands is completed in accordance with the declaration of surplus lands.

Carried

At this point, 6:56 p.m., Councillor Driscoll returned to the meeting.

Councillor Reports

Deputy Mayor Theresa Sabourin reported she attended a Petawawa OPP Detachment Board meeting on March 19, 2025, an Equity, Diversity and Inclusion Advisory Committee meeting on March 26, 2025, and a meeting to discuss the upcoming Leeuwarden delegation visit and parade. Deputy Mayor Sabourin also reminded residents of the need to support our local food pantry.

Councillor James Carmody reported he chaired a Petawawa Public Library Board meeting on April 4, 2025, and he participated in the community flag raising ceremony for Autism Awareness.

Councillor Lisa Coutu reported she attended a Petawawa Business Advisory Network meeting on April 1, 2025, to discuss the Commitment to Inclusion initiative through the EDI Committee. Councillor Coutu also reported that she attended a Petawawa Public Library Board meeting on April 4, 2025, which was the last meeting for outgoing CEO, Lisa Worobec.

Councillor Adam Driscoll – nothing to report.

Councillor Karen Donovan reported she attended a Canadian Nuclear Laboratories Environmental Stewardship Council meeting on March 20, 2025, a Pembroke and Area Warming Centre Committee meeting on March 31, 2025, and a Seniors Advisory Committee meeting on April 2, 2025.

Councillor Murray Rutz reported he attended an Ottawa Valley Waste Management Board meeting on March 20, 2025, a Petawawa Business Advisory Network meeting on April 1, 2025, and he chaired a Festival Hall Committee meeting.

Mayor Gary Serviss reported he attended a Leeuwarden Parade meeting on March 25, 2025, along with Deputy Mayor Sabourin, a County of Renfrew Council meeting and Development and Property meeting both on March 26, 2025, and he participated in the 5th Anniversary Celebration of the commencement of Renfrew County Virtual Triage and Assessment Centre (RCVTAC). Mayor Serviss also reported that he attended a Hydro One Corridor Trails meeting on March 28, 2025, a virtual meeting on the upcoming Leeuwarden delegation visit on April 1, 2025, and he attended a Garrison Base Commander meeting on April 4, 2025.

Closed Meeting

Resolution #15

Moved by James Carmody

Seconded by Lisa Coutu

That the meeting be closed pursuant to Section 239 (2) (b) and (c) of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, to discuss personal matters about an identifiable

individual, including municipal or local board employees and to discuss a proposed or pending acquisition or disposition of land by the municipality or local board.

Carried

Council went into closed session at 7:06 p.m.

Council reconvened to open session at 8:28 p.m.

Business Arising From Closed Session

A closed meeting was held. Council provided direction to the CAO regarding a personnel matter involving a municipal employee, and Council reviewed correspondence regarding a potential land matter.

There is nothing further to report at this time.

Confirming By-law

Resolution #16

Moved by Adam Driscoll

Seconded by James Carmody

That By-law 1745/25 be read a first, second and third time and passed.

Carried

Adjournment

Resolution #17

Moved by Murray Rutz

Seconded by Karen Donovan

That the meeting adjourn to the call of the Mayor.

Carried

The meeting adjourned at 8:30 p.m.

Signature of the Mayor (Original Signed)

Signature of the Clerk (Original Signed)