



**Town of Petawawa**  
**Regular Meeting of Council Minutes**  
**July 21, 2025 at 6:30 p.m.**  
**Silver Threads Seniors Centre**

**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, Acting Clerk  
Chris Mantha, Director of Public Works  
Melanie Scheer, Director of Planning and Development  
Kate Bennett, Coordinator of Legislative Services  
Linda Balan  
Larry Balan  
Terry Coulas  
Tayman  
Kathryn Curry  
Greg McParland  
Henry Coutu

**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 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 Karen Donovan**

That the agenda for the July 21, 2025 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 (July 7, 2025)

#### **Resolution #2**

**Moved by Theresa Sabourin**

**Seconded by Lisa Coutu**

That the minutes of the regular meeting of Council held July 7, 2025, be approved as printed and circulated.

**Carried**

### **Public Meeting**

1. Zoning By-law Amendment (from “Residential Three (R3)” to “Residential Three – Exception Sixteen (R3-E16)” zone), Block 10 on Plan 49M-68, Winston Avenue

The Public Meeting was opened by the Mayor at 6:34 p.m. Melanie Scheer, Director of Planning and Development, advised that Notice of the Public Meeting had been provided as required under the Planning Act. A written submission was received from Enbridge Gas who had no objection to the application but reserved the right to amend or remove development conditions. A written submission was also received from the Pembroke and Area Airport which indicated the federal Airport Zoning Regulations, Noise Exposure Forecast, and the publication titled “Land Use in the Vicinity of Aerodromes” should be considered during the planning process. No other written submissions were received.

Ms. Scheer explained the purpose and effect of the amendment is to rezone the property from Residential (R3) to Residential Three – Exception Sixteen (R3-

E16) to facilitate the development of a 24-unit rental townhouse complex. The proposed site-specific provisions will:

- Permit multiple townhouse dwellings per lot;
- Permit steps, unenclosed porches and sundecks to encroach into the minimum required interior side yard abutting the hydro corridor; and
- Reduce the minimum required rear yard depth to 8 metres.

Mayor Serviss asked to hear comments from the applicant. The applicant chose not to come forward to speak on the application.

Mayor Serviss asked to hear comments from members of the public. No one from the public came forward to speak for or against the application.

Ms. Scheer then explained the appeal process to those present.

Mayor Serviss declared the Public Meeting closed at 6:40 p.m.

### **Presentations**

There were no presentations.

### **By-laws**

There were no by-laws.

### **Correspondence**

There were no items of correspondence.

### **Minutes**

1. Council-In-Committee Meeting (July 14, 2025)

#### **Resolution #3**

**Moved by Lisa Coutu**

**Seconded by James Carmody**

That the minutes of the Council-In-Committee meeting held on July 14, 2025, be accepted by Council, and that resolutions from that Committee become resolutions of Council.

**Carried**

### **Staff Reports**

1. PW-23-2025 – Award of RFQ PW-15-2025, Guiderail Repairs – Eichstaedt Road and Black Bay Road

Chris Mantha, Director of Public Works, provided an overview of the report.

#### **Resolution #4**

**Moved by Murray Rutz**

**Seconded by James Carmody**

That Council approves the award of RFQ PW-15-2025, Guiderail Repairs – Eichstaedt Road and Black Bay Road, to the lowest bidder being Borall Fence & Guide Rail Contractors Ltd. in the amount of \$111,095.00 plus HST.

**Carried**

2. PW-24-2025 – Award of Tender PW-14-2025, Water Tower Rehabilitation

Chris Mantha provided an overview of the report.

Resolution #5

**Moved by Murray Rutz**

**Seconded by Lisa Coutu**

That Council approves the award of Tender PW-14-2025, Water Tower Rehabilitation, to the lowest bidder being C3 Group in the amount of \$678,642.72 plus HST; and

That Council approves \$31,200.00 for engineering design and construction administration costs; and

That Council approves a 10% contingency allowance in the amount of \$67,864.27, for a total project cost of \$777,706.99 excluding HST.

**Carried**

**Councillor Reports**

Deputy Mayor Theresa Sabourin reported she chaired a meeting of the Seniors Advisory Committee on July 9<sup>th</sup>; she indicated the committee is planning an event for National Seniors Day on October 1<sup>st</sup>. Deputy Mayor Sabourin participated in a meeting on July 10<sup>th</sup> with the CEO of the Children's Hospital of Eastern Ontario (CHEO) and representatives from the Petawawa Centennial Family Health Centre. Deputy Mayor Sabourin further attended a meeting of the Committee of Adjustment on July 14<sup>th</sup>.

Councillor James Carmody reported he participated in Tim Hortons Camp Day on July 16<sup>th</sup> and hosted a social event for the staff of the Petawawa Public Library on July 20<sup>th</sup>.

Councillor Lisa Coutu reported she attended a meeting of the Committee of Adjustment on July 14<sup>th</sup>.

Councillor Adam Driscoll reported he also attended the Committee of Adjustment meeting and a recent meeting of the Property Standards Committee. Councillor Driscoll commented that he has been taking his children to play at the various neighbourhood parks within the Town and encouraged residents to explore the many neighbourhood parks as well.

Councillor Karen Donovan reported she also attended the Seniors Advisory Committee meeting, a meeting of the Petawawa Accessibility Advisory Committee on July 11<sup>th</sup>, and Tim Hortons Camp Day on July 16<sup>th</sup>.

Councillor Murray Rutz reported the summer camps hosted at Festival Hall are in full swing and the new scales have been installed at the Ottawa Valley Waste Recovery Centre (OVWRC).

Mayor Gary Serviss thanked Deputy Mayor Theresa Sabourin for representing him at Council and other meetings while he was on vacation. Mayor Serviss participated in a meeting regarding the Town's 10 year master servicing plan in late June, he also attended the staff appreciation BBQ on June 25<sup>th</sup>, the Business Connects symposium on June 26<sup>th</sup>, and the Canada Day celebrations. Mayor Serviss also attended Tim Hortons Camp Day and a Branding Committee meeting on July 17<sup>th</sup>.

### **Closed Meeting**

There was no closed meeting.

### **Confirming By-law**

#### **Resolution #6**

**Moved by Theresa Sabourin**

**Seconded by Lisa Coutu**

That By-law 1768/25 be read a first, second and third time and passed.

**Carried**

### **Adjournment**

#### **Resolution #7**

**Moved by James Carmody**

**Seconded by Karen Donovan**

That the meeting adjourn to the call of the Mayor.

**Carried**

The meeting adjourned at 7:04 p.m.

Signature of the Mayor

Signature of the Acting Clerk