



**Town of Petawawa**  
**Regular Meeting of Council Minutes**  
**August 11, 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 Adam Driscoll  
Councillor Karen Donovan  
Councillor Murray Rutz

**Also Present:**

Colin Howard, Chief Administrative Officer  
Dawn Recoskie, Acting Clerk/Clerk  
Melanie Scheer, Director of Planning and Development  
Christine Mitchell, Manager of Economic Development  
Hiranesh Vidyanand, IT Coordinator  
Wayne Bando  
Wade MacIntosh

**Call to Order**

The Mayor called the meeting to order at 6:31 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**

Mayor Serviss announced that the Town of Petawawa Fire Department implemented a complete fire ban for the municipality today at 12:00 noon. This means all recreational, campground, and rural fire permits are suspended until further notice and no new permits will be issued while the fire ban is in effect.

### **Resolution #1**

**Moved by Murray Rutz**

**Seconded by Adam Driscoll**

That the agenda for the August 11, 2025 regular meeting of Council be adopted as presented.

**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 #2025-03**

Councillor James Carmody declared a potential indirect pecuniary interest with respect to Closed Session Report LEG-09-2025 – Appointment to Seniors Advisory Committee, as he has a personal relationship with one of the candidates.

## **Approval of Minutes**

### **1. Council Meeting (July 21, 2025)**

#### **Resolution #2**

**Moved by Theresa Sabourin**

**Seconded by Lisa Coutu**

That the minutes of the regular meeting of Council held July 21, 2025, be approved as printed and circulated.

**Carried**

## **Presentations**

1. **Concerns Regarding Murphy Road Urbanization & Black Bay Road Rehabilitation – Wayne Bando, Petawawa Resident**

Mayor Serviss welcomed Wayne Bando to address Council.

Wayne Bando spoke to Council regarding his concerns with the Murphy Road urbanization project, commenting on the alleged change in road design, the alleged reduced resale value of homes west of Doran Road, the alleged raising of the elevation of the road by 0.5 metres, the alleged safety issues when exiting the commercial property west of Doran Road, the alleged reduced level of service for five (5) properties west of Doran Road, the alleged surface drainage issue, and the alleged installation of the sanitary sewer connection in the wrong location, among other items.

Wayne Bando spoke to Council regarding his concerns with the current Black Bay Road rehabilitation project, commenting on the alleged reduction in road width contrary to By-law 1265/19, the alleged liability to the Town by not constructing the designated design criteria for the road, and the alleged late notification of the construction project to affected residents, among other items.

Mayor Serviss thanked Mr. Bando for his comments and indicated staff will be directed to provide a formal response to Council regarding his concerns in the form of a staff report. The Clerk will notify Mr. Bando when the report will be presented to Council.

## **By-laws**

1. **By-law 1769/25 – being a by-law to appoint a Clerk for the Town of Petawawa Resolution #3**

**Moved by James Carmody**

**Seconded by Murray Rutz**

That By-law 1769/25, being a by-law to appoint a Clerk for the Town of Petawawa, be read a first and second time.

**Carried**

**Resolution #4**

**Moved by Theresa Sabourin**

**Seconded by Karen Donovan**

That By-law 1769/25, be read a third and final time and passed.

**Carried**

2. By-law 1770/25 – being a by-law to establish a highway (Morning Star Street)  
Resolution #5

**Moved by Adam Driscoll**

**Seconded by Lisa Coutu**

That By-law 1770/25, being a by-law to establish a highway, be read a first and second time.

**Carried**

Resolution #6

**Moved by Theresa Sabourin**

**Seconded by James Carmody**

That By-law 1770/25, be read a third and final time and passed.

**Carried**

3. By-law 1771/25 – being a by-law to amend By-law 456/07 of the Corporation of the Town of Petawawa, as amended (from R3 to R3-E16, Part of Lot 23, Concession 6, Block 10 on Registered Plan 49M-68, Winston Avenue)

Staff Report PL-23-2025 – Zoning By-law Amendment Application Z192, 2303665 Ontario Inc. (CW Homes), Plan 49M-68 Block 10, Winston

Resolution #7

**Moved by Murray Rutz**

**Seconded by Adam Driscoll**

That By-law 1771/25, being a by-law to amend By-law 456/07 of the Corporation of the Town of Petawawa, as amended, be read a first and second time.

**Carried**

Resolution #8

**Moved by Lisa Coutu**

**Seconded by Karen Donovan**

That By-law 1771/25, be read a third and final time and passed.

**Carried**

### **Correspondence**

There were no items of correspondence.

### **Minutes**

1. Seniors Advisory Committee Meeting (July 9, 2025)

Deputy Mayor Theresa Sabourin provided an overview of the recent activities of the Seniors Advisory Committee.

Resolution #9

**Moved by Theresa Sabourin**

**Seconded by Karen Donovan**

That the minutes of the Seniors Advisory Committee meeting held on July 9, 2025 be adopted as information.

**Carried**

**Staff Reports**

1. ED-13-2025 – Community Improvement Plan – Subway – 3482 Petawawa Boulevard

Christine Mitchell, Manager of Economic Development, provided an overview of the report.

Resolution #10

**Moved by Murray Rutz**

**Seconded by James Carmody**

That Council, under the Community Improvement Plan adopted by By-law 1441/21, enters into a funding agreement with Tushar Patel, owner of the commercial business Subway located at 3482 Petawawa Blvd., permitting CIP financial incentive of:

- Up to \$5,000 under the Parking Area and Landscaping Improvement.

**Carried**

2. ED-14-2025 – Community Improvement Plan – 1158 Victoria Street

Christine Mitchell provided an overview of the report.

Resolution #11

**Moved by Theresa Sabourin**

**Seconded by Lisa Coutu**

That Council, under the Community Improvement Plan adopted by By-law 1441/21, enters into a funding agreement with Ragini Patel, owner of the commercial property located at 1158 Victoria Street, permitting CIP financial incentive of:

- Up to \$5,000 under the Parking Area and Landscaping Improvement.

**Carried**

3. ED-15-2025 – Wayfinding and Community Art

Christine Mitchell presented the report outlining proposed wayfinding signage and community art designs based on the new marketing logo adopted by Council on March 10, 2025. The new marketing logo will be used for Tourism and Economic Development initiatives as well as wayfinding signed. As per the approved 2025

budget, both the wayfinding and municipal signage programs are being reviewed and updated to incorporate the new logo and refreshed design concepts. Staff is working in partnership with Syntax to implement the changes.

Resolution #12

**Moved by Lisa Coutu**

**Seconded by Karen Donovan**

That Council directs staff to proceed with the removal of seven (7) existing Wayfinding kiosks and signs that are damaged and generally in poor repair.

**Carried**

Resolution #13

**Moved by Murray Rutz**

**Seconded by James Carmody**

That Council directs staff to proceed with a grant application under the Rural Ontario Development Fund for eligible components of the Wayfinding program.

**Carried**

4. LEG-08-2025 – Proposed Meeting Date Change for August Council-In-Committee Meeting

Dawn Recoskie, Clerk, provided an overview of the report.

Resolution #14

**Moved by Theresa Sabourin**

**Seconded by Murray Rutz**

That Council postpones and moves the scheduled Monday, August 18, 2025 Council-In-Committee meeting (All Committees) to Tuesday, August 19, 2025 at 6:30 p.m. at the Silver Threads Seniors Centre.

**Carried**

**Councillor Reports**

Deputy Mayor Theresa Sabourin – nothing to report.

Councillor James Carmody reported he attended the grand opening of BarBurrito on August 6<sup>th</sup>.

Councillor Lisa Coutu reported she attended a meeting of the Equity, Diversity & Inclusion (EDI) Committee on July 23<sup>rd</sup>; participated in the 5<sup>th</sup> Annual Ottawa Valley Doggy Paddle fundraiser on August 10<sup>th</sup>; and attended the Town's Comfort Station/Visitor Information Centre and interacted with Tourism staff.

Councillor Adam Driscoll reported he attended an Executive Committee meeting for the Pembroke and Area Airport Commission on July 25<sup>th</sup>, and he also attended several Water & Dirt Festival events.

Councillor Karen Donovan reported she attended a meeting of the Seniors Advisory Committee on July 30<sup>th</sup>; the Ottawa River Transit preview launch on July 31<sup>st</sup>; and participated in a barrier free audit of Fish Hatchery Park.

Councillor Murray Rutz – nothing to report.

Mayor Gary Serviss reported he attend the Rolling Barrage fundraising event on August 5<sup>th</sup>; the grand opening of BarBurrito on August 6<sup>th</sup>; and he participated in a meeting today at the County of Renfrew to review potential shared services opportunities.

### **Closed Meeting**

#### **Resolution #15**

**Moved by Adam Driscoll**

**Seconded by Lisa Coutu**

That the meeting be closed pursuant to Section 239 (2) (b) of the *Municipal Act, 2001*, S.O. 2001, c.25 to discuss personal matters about an identifiable individual, including municipal or local board employees, to review applications for appointment to the Petawawa Seniors Advisory Committee and the Petawawa OPP Detachment Board.

**Carried**

Council went into closed session at 8:17 p.m.

Council reconvened to open session at 8:32 p.m.

### **Business Arising From Closed Session**

A closed meeting was held. Council reviewed applications for appointment to the Petawawa Seniors Advisory Committee and the Petawawa OPP Detachment Board.

At this point, Councillor Carmody left the Council table due to his declared potential indirect pecuniary interest.

Council voted on the following resolutions in open session.

#### **Resolution #16**

**Moved by Lisa Coutu**

**Seconded by Karen Donovan**

That Council appoints Cheryl Pennell to the Petawawa Seniors Advisory Committee for the remaining term concurrent with Council.

**Carried**

At this point, Councillor Carmody returned to the Council table.

Resolution #17

**Moved by James Carmody**

**Seconded by Theresa Sabourin**

That Council appoints Olivia Fraser to the Petawawa OPP Detachment Board.

**Carried**

**Confirming By-law**

Resolution #18

**Moved by Adam Driscoll**

**Seconded by Murray Rutz**

That By-law 1772/25 be read a first, second and third time and passed.

**Carried**

**Adjournment**

Resolution #19

**Moved by Theresa Sabourin**

**Seconded by James Carmody**

That the meeting adjourn to the call of the Mayor.

**Carried**

The meeting adjourned at 8:37 p.m.

Signature of the Mayor    (Original Signed)

Signature of the Clerk    (Original Signed)