



Town of Petawawa
Regular Meeting of Council Minutes
June 2, 2025 at 6:30 p.m.

Present:

Mayor Gary Serviss
Deputy Mayor Theresa Sabourin
Councillor James Carmody
Councillor Lisa Coutu
Councillor Karen Donovan
Councillor Murray Rutz

Regrets:

Councillor Adam Driscoll

Also Present:

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

Mayor Serviss took a moment to remind all those present and live streaming, that the Council and Council-In-Committee meetings scheduled for the next two months will be

held at the Silver Threads Seniors Centre located at 1163 Victoria Street starting on June 9, 2025.

Approval of Agenda

Resolution #1

Moved by Murray Rutz

Seconded by Karen Donovan

That the agenda for the May 20, 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 (May 20, 2025)

Resolution #2

Moved by Theresa Sabourin

Seconded by James Carmody

That the minutes of the regular meeting of Council held May 20, 2025, be approved as printed and circulated.

Carried

Presentations

There were no presentations.

By-laws

1. By-law 1759/25 – being a by-law to establish the Rates of Taxation and Charges for Waste Management Services for the year 2025

Resolution #3

Moved by James Carmody

Seconded by Murray Rutz

That By-law 1759/25, being a by-law to establish the Rates of Taxation and Charges for Waste Management Services for the year 2025, be read a first and second time.

Carried

Resolution #4

Moved by Lisa Coutu

Seconded by Karen Donovan

That By-law 1759/25, be read a third and final time and passed.

Carried

2. By-law 1760/25 – being a by-law to authorize a Development Agreement with James W. Lapointe Motor Holdings Inc.

Resolution #5

Moved by Murray Rutz

Seconded by Theresa Sabourin

That By-law 1760/25, being a by-law to authorize a Development Agreement with James W. Lapointe Motor Holdings Inc., be read a first and second time.

Carried

Resolution #6

Moved by James Carmody

Seconded by Karen Donovan

That By-law 1760/25, be read a third and final time and passed.

Carried

3. By-law 1761/25 – being a by-law to amend By-law 456/07 of the Corporation of the Town of Petawawa, as amended

Melanie Scheer, Director of Planning and Development, provided an overview of the report for the Zoning By-law Amendment.

Resolution #7

Moved by Murray Rutz

Seconded by James Carmody

That By-law 1761/25, 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 Theresa Sabourin

Seconded by Lisa Coutu

That By-law 1761/25, be read a third and final time and passed.

Carried

4. By-law 1762/25 – being a by-law for the Conveyance of Land owned by Joseph Peter Van Hoof and Linda Yvonne Van Hoof to the Town of Petawawa

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

Resolution #9

Moved by Murray Rutz

Seconded by Karen Donovan

That By-law 1762/25, being a by-law for the Conveyance of Land owned by Joseph Peter Van Hoof and Linda Yvonne Van Hoof to the Town of Petawawa, be read a first and second time.

Carried

Resolution #10

Moved by James Carmody

Seconded by Lisa Coutu

That By-law 1762/25, be read a third and final time and passed.

Carried

Correspondence

1. National Accessibility Week and the Town of Petawawa

Mayor Serviss asked Councillor Karen Donovan to provide an overview of the correspondence the Town received from Melissa Johnston for the event that was recently held to kick off National Accessibility Week.

Councillor Donovan remarked on the positive feedback that was received by Ms. Johnston.

Minutes

1. Council-In-Committee Meeting (May 26, 2025)

Resolution #11

Moved by Lisa Coutu

Seconded by Murray Rutz

That the minutes of the Council-In-Committee meeting held on May 26, 2025, be accepted by Council, and that resolutions from that Committee become resolutions of Council.

Carried

2. Festival Hall Committee Meeting (February 13, 2025)

Councillor Murray Rutz provided an overview of the recent activities of the Festival Hall Committee. Councillor Rutz noted that Dorian Pearce will come forward as a delegation at an upcoming meeting to discuss the future vision of Festival Hall.

Resolution #12

Moved by Murray Rutz

Seconded by Karen Donovan

That the minutes of the Festival Hall Committee meeting held on February 13, 2025, be adopted as information.

Carried

3. Petawawa Public Library Board Meetings (April 3, 2025 and April 17, 2025)

Councillor James Carmody provided an overview of the recent activities of the Petawawa Public Library Board.

Resolution #13

Moved by Lisa Coutu

Seconded by James Carmody

That the minutes of the Petawawa Public Library Board meetings held on April 3, 2025, and April 17, 2025, be adopted as information.

Carried

4. Petawawa OPP Detachment Board Meetings (March 19, 2025 and April 23, 2025)

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

Resolution #14

Moved by James Carmody

Seconded by Theresa Sabourin

That the minutes of the Petawawa OPP Detachment Board meetings held on March 19, 2025, and April 23, 2025, be adopted as information.

Carried

Staff Reports

1. LEG-06-2025 – Contribution Agreement to receive funding under the Rural Transit Solutions Fund (RTSF) within the Canada Public Transit Fund (CPTF)

Colin Howard, Director of Legislative Services/Clerk, provided an overview of the report.

Resolution #15

Moved by Murray Rutz

Seconded by James Carmody

That Council adopts the following resolution to receive a formal contribution agreement to receive funding under the Rural Transit Solutions Fund (RTSF) within the Canada Public Transit Fund (CPTF):

Whereas Section 3.1 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, authorizes municipalities to enter into agreements with the Crown in right of Canada with respect to matters within the municipality's jurisdiction;

And Whereas the powers of a municipality shall be exercised by its council;

And Whereas a municipal power, including a municipality's capacity, rights, powers and privileges, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise.

Now Therefore be it resolved that Council of the Corporation of the Town of Petawawa hereby authorizes the Mayor and the Clerk to enter into a contribution agreement with His Majesty the King in right of Canada as represented by the Minister of Housing, Infrastructure and Communities Canada to receive funding under the Rural Transit Solutions Fund (RTSF) within the Canada Public Transit Fund (CPTF) to conduct a transit needs assessment and feasibility study for the Town of Petawawa;

Be it further resolved that the Deputy Mayor is authorized to sign the contribution agreement in the absence of the Mayor, and that the Deputy Clerk is authorized to sign the contribution agreement in the absence of the Clerk;

And that a copy of this resolution be provided to the Ministry of Housing, Infrastructure and Communities Canada so that a formal contribution agreement can be prepared for execution by municipal by-law.

Carried

Councillor Reports

Deputy Mayor Theresa Sabourin will provide her Councillor report at the next meeting. Deputy Mayor Sabourin reported that the meeting minutes of the Senior Advisory

Committee will be put on an upcoming meeting agenda for adoption. Deputy Mayor Sabourin also reported that the 3rd Annual Petawawa Pride Event is scheduled for June 13, 2025, from 5:00 pm to 8:00 pm.

Councillor James Carmody reported he attended the grand openings of Flightline and Eva's Café on May 23, 2025, and he also reported that he chaired an OPP Detachment Board meeting on May 21, 2025, and a Petawawa Public Library Board meeting on May 26, 2025.

Councillor Lisa Coutu reported she also attended the grand opening of Flightline and Eva's Café on May 23, 2025, as well as the grand opening of The Portal. Councillor Coutu also reported that she attended the National Accessibility event at the Petawawa Container Market, and she attended the Petawawa Public Library Board meeting on May 26, 2025, she chaired an Equity, Diversity and Inclusion Advisory Committee meeting on May 28, 2025, and she provided an update on the activities taking place at this year's Pride event, which include a Pride Walk.

Councillor Karen Donovan reported on the huge success of the National Accessibility week events hosted by the Town's Accessibility Committee, which included the event at the Petawawa Container Market and the Accessibility flag raising ceremony on May 26, 2025.

Councillor Murray Rutz – nothing to report.

Mayor Gary Serviss thanked Deputy Mayor Sabourin for filling in for him at the National Accessibility event and the grand opening of The Portal. Mayor Serviss reported he attended a Petawawa Pantry meeting on May 21, 2025, the grand opening of Flightline and Eva's Café on May 23, 2025, and the Petawawa Container Market on May 24, 2025. Mayor Serviss also reported that he attended a meeting with the Minister of Transportation on the twinning of Highway 17, interchanges, and land acquisition on May 26, 2025. Mayor Serviss also reported he attended a County Track and Field meet on May 27, 2025, Development and Property Committee meeting for the County on May 28, 2025, a doctor recruitment dinner at Anthony's Restaurant, a Change of Command Ceremony at Garrison Petawawa on May 30, 2025, the 70th Anniversary Celebration for the Petawawa Legion on May 31, 2025, and he assisted in the myFM Spelling Bee on June 1, 2025.

Closed Meeting

There was no closed meeting.

Confirming By-law

Resolution #16

Moved by Karen Donovan

Seconded by Murray Rutz

That By-law 1763/25 be read a first, second and third time and passed.

Carried

Adjournment

Resolution #17

Moved by Theresa Sabourin

Seconded by James Carmody

That the meeting adjourn to the call of the Mayor.

Carried

The meeting adjourned at 7:12 p.m.

Signature of the Mayor (Original Signed)

Signature of the Clerk (Original Signed)