



**Town of Petawawa**  
**Regular Meeting of Council Minutes**  
**August 25, 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, Director of Legislative Services/Clerk  
Kate Bennett, Legislative Services Coordinator  
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 Gary Serviss asked those in attendance to stand for a moment of silent reflection.

**Approval of Agenda**

Mayor Serviss recognized Acting Fire Chief Craig Proulx in his capacity as Fire Chief for the Garrison Petawawa Fire Department. The Chief of Defence Staff recently

recognized the exceptional professionalism and bravery demonstrated by the Garrison Petawawa Fire Department in response to the 2023 CH-147F Chinook crash.

Mayor Serviss also recognized Petawawa resident Daniel Epp who recently participated in the Junior Pan Am Games. Mr. Epp achieved a silver medal in the triathlon mixed team relay and placed 8<sup>th</sup> in the men's triathlon.

#### Resolution #1

**Moved by Theresa Sabourin**

**Seconded by Karen Donovan**

That the agenda for the August 25, 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 (August 11, 2025)

##### Resolution #2

**Moved by James Carmody**

**Seconded by Lisa Coutu**

That the minutes of the regular meeting of Council held August 11, 2025, be approved as printed and circulated.

**Carried**

#### Presentations

There were no presentations.

#### By-laws

1. By-law 1773/25 – being a by-law to amend By-law 456/07 of the Corporation of the Town of Petawawa, as amended

##### Resolution #3

**Moved by Lisa Coutu**

**Seconded by Murray Rutz**

That By-law 1773/25, 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 #4

**Moved by James Carmody**

**Seconded by Theresa Sabourin**

That By-law 1773/25, be read a third and final time and passed.

**Carried**

2. By-law 1774/25 – being a by-law to authorize the execution of a Grant Agreement to receive funding under the Canada Public Transit Fund – Rural Transit Solutions Fund, with his Majesty the King in right of Canada as represented by the Minister of Infrastructure and Communities

#### Resolution #5

**Moved by Adam Driscoll**

**Seconded by Lisa Coutu**

That By-law 1774/25, being a by-law to authorize the execution of a Grant Agreement to receive funding under the Canada Public Transit Fund – Rural Transit Solutions Fund, with his Majesty the King in right of Canada as represented by the Minister of Infrastructure and Communities, be read a first and second time.

**Carried**

#### Resolution #6

**Moved by Karen Donovan**

**Seconded by James Carmody**

That By-law 1774/25, be read a third and final time and passed.

**Carried**

#### Correspondence

There were no items of correspondence.

#### Minutes

1. Council-In-Committee Meeting (August 19, 2025)

#### Resolution #7

**Moved by Murray Rutz**

**Seconded by Theresa Sabourin**

That the minutes of the Council-In-Committee meeting held on August 19, 2025, be accepted by Council, and that resolutions from that Committee become resolutions of Council.

**Carried**

2. Petawawa Business Advisory Network Meeting (June 3, 2025)

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

Resolution #8

**Moved by Murray Rutz**

**Seconded by Lisa Coutu**

That the minutes of the Petawawa Business Advisory Network meeting held on June 3, 2025 be adopted as information.

**Carried**

**Staff Reports**

1. ED-17-2025 – Community Improvement Plan – Legacy Homes – 4 Doran Road

Colin Howard, CAO, provided an overview of the report.

Resolution #9

**Moved by Theresa Sabourin**

**Seconded by James Carmody**

That Council, under the Community Improvement Plan adopted by By-law 1441/21, enters into a funding agreement with Todd Lance, applicant for the commercial business Legacy Homes located at 4 Doran Road, permitting CIP financial incentive of:

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

**Carried**

2. ED-18-2025 – Community Improvement Plan – Relocation by Laura – 4 Doran Road

Colin Howard provided an overview of the report.

Resolution #10

**Moved by Lisa Coutu**

**Seconded by Karen Donovan**

That Council, under the Community Improvement Plan adopted by By-law 1441/21, enters into a funding agreement with Laura Brown, applicant, owner of Relocation by Laura, located at 4 Doran Road, permitting CIP financial incentive of:

- Up to \$1,200 under the Signage Grant.

**Carried**

3. ED-19-2025 – Community Improvement Plan – Richard Amyotte Financial Services Inc. – 3231 Petawawa Blvd.

Colin Howard provided an overview of the report.

Resolution #11

**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 Nancy Duguay, applicant, daughter of the owner of Richard Amyotte Financial Services, located at 3231 Petawawa Blvd., permitting a CIP financial incentive of:

- Up to \$1,000 under the Signage Grant
- Up to \$2,000 under the Building Façade and Improvement Grant.

**Carried**

**Councillor Reports**

Deputy Mayor Theresa Sabourin reported she attended the Putt for the Pantry golf tournament on July 26<sup>th</sup> noting the fundraising event raised approximately \$9,000 in support of the Petawawa Pantry Food Bank. Deputy Mayor Sabourin recently chaired a meeting of the Petawawa Seniors Advisory Committee on July 30<sup>th</sup>, attended a retirement BBQ in honour of Steve Heath's retirement after 38 years of service to the Town on July 31<sup>st</sup>, attended Miracle Treat Day on August 14<sup>th</sup>, attended the Dean's Breakfast at Algonquin College hosted by the Upper Ottawa Valley Chamber of Commerce on August 19<sup>th</sup>, and attended the Petawawa Heritage Village's unveiling and rededication of a monument relocated from Garrison Petawawa on August 22<sup>nd</sup>. Deputy Mayor Sabourin invited the public to attend the 2<sup>nd</sup> Annual Emergency & Protective Services United event scheduled for September 13<sup>th</sup> at Stafford Park in Laurentian Valley and the National Seniors Day event scheduled for October 1<sup>st</sup> at the Silver Threads Seniors Centre.

Councillor James Carmody – nothing to report.

Councillor Lisa Coutu reported she attended the Algonquins of Pikwakanagan First Nation annual Pow Wow on August 16<sup>th</sup> & 17<sup>th</sup>. Councillor Coutu also attended the grand opening event for Dog House Brewing Company on August 23<sup>rd</sup>.

Councillor Adam Driscoll reported he attended the Algonquins of Pikwakanagan First Nation annual Pow Wow on August 17<sup>th</sup>. On August 23<sup>rd</sup> Councillor Driscoll also attended the Taste of the Valley event, the grand opening event for Dog House Brewing Company, and the Ottawa Valley Buskerfest event. Councillor Driscoll reported he also attended the Trailhead Baptist Church service in the old church at the Petawawa Heritage Village on August 24<sup>th</sup>.

Councillor Karen Donovan reported she attended the Petawawa Heritage Village's unveiling and rededication of a monument relocated from Garrison Petawawa on August 22<sup>nd</sup>, the grand opening event for Dog House Brewing Company on August 23<sup>rd</sup>, and the Association of Federal Retirees meeting on August 24<sup>th</sup>.

Councillor Murray Rutz reported he attended a meeting of the Petawawa Business Advisory Network on August 12<sup>th</sup>. Councillor Rutz also noted Festival Hall is planning events for this fall and the new year and invited the public to attend.

Mayor Gary Serviss reported he and the CAO participated in a meeting on August 11<sup>th</sup> at the County of Renfrew to review potential shared services opportunities. Mayor Serviss attended a County Council meeting on August 13<sup>th</sup> and a Community Mix 'n' Mingle event for several new first-year Family Medicine Residents on August 14<sup>th</sup>. Mayor Serviss also volunteered for the dunk tank during the Miracle Treat Day fundraising event on August 14<sup>th</sup> indicating he was dunked more than 40 times in an hour all for a good cause. Mayor Serviss further attended the Petawawa Youth Market on August 15<sup>th</sup>, appeared as a delegation with the CAO at the Association of Municipalities of Ontario (AMO) conference on August 18<sup>th</sup> with the Minister of Finance to discuss PILT and OMPF, attended the Petawawa Heritage Village's monument unveiling on August 22<sup>nd</sup>, and the grand opening event for Dog House Brewing Company on August 23<sup>rd</sup>.

### **Closed Meeting**

#### **Resolution #12**

**Moved by Lisa Coutu**

**Seconded by Adam Driscoll**

That the meeting be closed pursuant to Section 239 (2) (c) of the *Municipal Act, 2001*, S.O. 2001, c.25 to discuss a proposed or pending acquisition or disposition of land by the municipality or local board; and

That the meeting be closed pursuant to Section 239 (2) (b) and (d) of the *Municipal Act, 2001*, S.O. 2001, c.25 to discuss personal matters about an identifiable individual, including municipal or local board employees, and labour relations or employee negotiations regarding the recruitment process for the position of Director of Finance.

**Carried**

Council went into closed session at 6:58 p.m.

Council reconvened to open session at 7:29 p.m.

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

A closed meeting was held. Council provided direction to staff regarding the proposed acquisition of land and Council provided direction to the CAO regarding the Director of Finance position. There is nothing further to report.

Council voted on the following resolution in open session.

Resolution #13

**Moved by Murray Rutz**

**Seconded by Karen Donovan**

That Council directs staff to negotiate the purchase of approximately 0.146 acres of land on Norman Street to resolve an existing encroachment issue.

**Carried**

**Confirming By-law**

Resolution #14

**Moved by Adam Driscoll**

**Seconded by Lisa Coutu**

That By-law 1775/25 be read a first, second and third time and passed.

**Carried**

**Adjournment**

Resolution #15

**Moved by James Carmody**

**Seconded by Lisa Coutu**

That the meeting adjourn to the call of the Mayor.

**Carried**

The meeting adjourned at 7:32 p.m.

Signature of the Mayor    (Original Signed)

Signature of the Clerk    (Original Signed)