



## **Town of Petawawa**

### **Regular Meeting of Council Minutes**

**November 17, 2025 at 6:30 p.m.**

**Council Chambers**

#### **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:**

Dawn Recoskie, Director of Legislative Services/Clerk  
Brad Pilon, IT Systems & Cloud Administrator  
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.

#### **Approval of Agenda**

##### **Resolution #1**

**Moved by James Carmody**

**Seconded by Lisa Coutu**

That the agenda for the November 17, 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 #2025-06**

Deputy Mayor Theresa Sabourin declared a potential indirect pecuniary interest with respect to By-law 1784/25, being a by-law to adopt Amendment No. 24 to the Official Plan of the Town of Petawawa (Clark, Steffen Street, Registered Plan 547 Lots 1 & 7), as she resides near the OPA and may be selling her property in the near future.

### **Approval of Minutes**

1. **Council Meeting (November 3, 2025)**

**Resolution #2**

**Moved by Theresa Sabourin**

**Seconded by Murray Rutz**

That the minutes of the regular meeting of Council held November 3, 2025, be approved as printed and circulated.

**Carried**

### **Presentations**

There were no presentations.

At this point, Deputy Mayor Theresa Sabourin left the Council table due to her declared potential indirect pecuniary interest.

### **By-laws**

1. **By-law 1784/25 – being a by-law to adopt Amendment No. 24 to the Official Plan of the Town of Petawawa**

Staff Report PL-33-2025 – Official Plan Amendment No. 24 – Clark, Steffen Street, Registered Plan 547 Lots 1 & 7

Resolution #3

**Moved by Murray Rutz**

**Seconded by Karen Donovan**

That By-law 1784/25, being a by-law to adopt Amendment No. 24 to the Official Plan of the Town of Petawawa, be read a first and second time.

**Carried**

Resolution #4

**Moved by Lisa Coutu**

**Seconded by James Carmody**

That By-law 1784/25, be read a third and final time and passed.

**Carried**

At this point, Deputy Mayor Theresa Sabourin returned to the Council table.

Correspondence

1. Proposed Postal Code Change in the K8A Zone of the Town of Petawawa

Mayor Gary Serviss provided an update to Council regarding the proposed postal code change in the K8A zone of the Town of Petawawa and commented on the public consultation with the affected residents and businesses.

Following discussion, staff was directed to contact Canada Post to ensure there will be no costs to residents or businesses in the affected area to have their mail forwarded for one year should the postal code change be enacted.

Resolution #5

**Moved by Murray Rutz**

**Seconded by Lisa Coutu**

Whereas, Canada Post Corporation is the federal authority responsible for the administration and assignment of all postal codes in Canada; and

Whereas, the residents and businesses of the K8A postal code area within the municipal boundaries of the Corporation of the Town of Petawawa currently use postal codes associated with the City of Pembroke; and

Whereas, this discrepancy causes significant confusion for emergency dispatch services, parcel and food delivery services, insurance ratings, utility services, census/marketing services, and local business recognition, and does not accurately reflect the municipal identity of the affected area; and

Whereas, the Council of the Corporation of the Town of Petawawa has received reports and feedback from the community indicating a desire to change their postal codes to align with their actual municipality; and

Whereas, a public consultation process was conducted, with a majority of respondents in favour of pursuing a postal code change;

Now Therefore Be It Resolved, that the Council of the Corporation of the Town of Petawawa formally requests that Canada Post Corporation initiate the necessary process to change the postal codes for the affected areas within the K8A postal code to accurately reflect the Town of Petawawa; and

Be It Further Resolved, that the Chief Administrative Officer and municipal staff be directed to work collaboratively with Canada Post representatives to facilitate this change; and

Be It Further Resolved, that a formal letter detailing this resolution and supporting documentation be sent to the Minister of Public Services and Procurement Canada and the local Member of Parliament, advocating for the inclusion of municipal and community voices in the process.

**Carried**

**Minutes**

1. Council-In-Committee Meeting (November 10, 2025)

Resolution #6

**Moved by James Carmody**

**Seconded by Theresa Sabourin**

That the minutes of the Council-In-Committee meeting held on November 10, 2025, be accepted by Council, and that resolutions from that Committee become resolutions of Council.

**Carried**

2. Petawawa Accessibility Advisory Committee (September 18, 2025)

Councillor Karen Donovan provided an overview of the recent activities of the Petawawa Accessibility Advisory Committee.

Resolution #7

**Moved by Karen Donovan**

**Seconded by Theresa Sabourin**

That the minutes of the Petawawa Accessibility Advisory Committee meeting held on September 18, 2025, be adopted as information.

**Carried**

3. Equity, Diversity and Inclusion Advisory Committee (September 24, 2025)

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

Resolution #8

**Moved by Lisa Coutu**

**Seconded by Theresa Sabourin**

That the minutes of the Equity, Diversity and Inclusion Advisory Committee meeting held on September 24, 2025, be adopted as information.

**Carried**

4. Petawawa Business Advisory Network (October 7, 2025)

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

Resolution #9

**Moved by Murray Rutz**

**Seconded by Lisa Coutu**

That the minutes of the Petawawa Business Advisory Network meeting held on October 7, 2025, be adopted as information.

**Carried**

Staff Reports

There were no staff reports.

Councillor Reports

Deputy Mayor Theresa Sabourin reported she attended the Supertramp musical tribute at Festival Hall on November 15<sup>th</sup>. Deputy Mayor Sabourin also attended a wrap-up meeting earlier today for the Emergency and Protective Services United event, noting the event raised \$12,000.00 to be split equally between the Petawawa Pantry Food Bank, the Pembroke and Area Special Olympics, and the St. Joseph's Food Bank. Deputy Mayor Sabourin thanked event founder Alysia Beevis for her dedication.

Councillor James Carmody reported he also attended the Supertramp musical tribute. Councillor Carmody reported he attended the Remembrance Day service at the cenotaph on November 11<sup>th</sup> and the Indigenous Veterans Day event on November 14<sup>th</sup> at the Petawawa Military Museum where a new exhibit to honour the military contributions of Algonquin soldiers was unveiled.

Councillor Lisa Coutu reported she attended the Veteran Business Vendor Expo on November 1<sup>st</sup>, a Petawawa Public Library Board finance meeting on November 5<sup>th</sup>, the Blanket Exercise on November 7<sup>th</sup>, and the Remembrance Day ceremony at Jeanne Lajoie School.

Councillor Adam Driscoll – nothing to report.

Councillor Karen Donovan reported she attended a meeting of the Seniors Advisory Committee on November 5<sup>th</sup> and she also attended the Supertramp musical tribute at Festival Hall on November 15<sup>th</sup>.

Councillor Murray Rutz reported he laid a wreath at the Remembrance Day service at the cenotaph. Councillor Rutz thanked members of Council for supporting Festival Hall and reported the RFQ for the enhanced lighting at Festival Hall has been issued.

Mayor Gary Serviss reported he attended a recent meeting with the Base Commander, a Corporate Services meeting at the County of Renfrew on November 5<sup>th</sup>, as well as an Intermunicipal meeting with the City of Pembroke. Mayor Serviss attended the CNL Awards of Excellence on November 6<sup>th</sup>, the Blanket Exercise on November 7<sup>th</sup>, a Renos for Heroes event on November 8<sup>th</sup>, a Remembrance Day dinner at the Petawawa Legion on November 9<sup>th</sup>, a Remembrance Day service at Valour School, and the Remembrance Day service at the cenotaph. Mayor Serviss further attended County Council on November 12<sup>th</sup> and hosted a mock Council meeting with a grade 5/6 class from Our Lady of Sorrows Catholic School on November 13<sup>th</sup>. Lastly, Mayor Serviss attended the Indigenous Veterans Day event on November 14<sup>th</sup> at the Petawawa Military Museum.

### **Closed Meeting**

There was no closed meeting.

### **Confirming By-law**

#### **Resolution #10**

**Moved by Murray Rutz**

**Seconded by Lisa Coutu**

That By-law 1785/25 be read a first, second and third time and passed.

**Carried**

### **Adjournment**

#### **Resolution #11**

**Moved by Adam Driscoll**

**Seconded by Lisa Coutu**

That the meeting adjourn to the call of the Mayor.

**Carried**

The meeting adjourned at 7:03 p.m.

Signature of the Mayor (Original Signed)

Signature of the Clerk (Original Signed)