



Town of Petawawa
Regular Meeting of Council Minutes
December 1, 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:

Colin Howard, Chief Administrative Officer
Dawn Recoskie, Director of Legislative Services/Clerk
Kate Bennett, Legislative Services Coordinator
Melanie Scheer, Director of Planning and Development
Christine Mitchell, Manager of Economic Development (7:40 p.m.)
Angela Schutt, Welch LLP
Colton Kyle
Wayne Bando

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 Murray Rutz

That the agenda for the December 1, 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 (November 17, 2025)

Resolution #2

Moved by Theresa Sabourin

Seconded by Lisa Coutu

That the minutes of the regular meeting of Council held November 17, 2025, be approved as printed and circulated.

Carried

Presentations

1. 2024 Audited Financial Statements – Angela Schutt, Welch LLP

Mayor Serviss welcomed Angela Schutt from Welch LLP. Ms. Schutt presented the 2024 audited financial statements for the Town of Petawawa.

Mayor Serviss thanked Ms. Schutt for her presentation.

Resolution #3

Moved by Murray Rutz

Seconded by Karen Donovan

That the Consolidated Financial Statements for 2024 be accepted by Council.

Carried

By-laws

1. By-law 1786/25 – being a by-law to appoint a Treasurer for the Corporation of the Town of Petawawa

Resolution #4

Moved by James Carmody

Seconded by Theresa Sabourin

That By-law 1786/25, being a by-law to appoint a Treasurer for the Corporation of the Town of Petawawa, be read a first and second time.

Carried

Resolution #5

Moved by Lisa Coutu

Seconded by Murray Rutz

That By-law 1786/25, be read a third and final time and passed.

Carried

2. By-law 1787/25 – being a by-law to authorize the execution of an agreement with Municipal Law Enforcement Services for the Provision of Animal Control, By-law and Parking Enforcement Services for the Corporation of the Town of Petawawa

Resolution #6

Moved by Murray Rutz

Seconded by James Carmody

That By-law 1787/25, being a by-law to authorize the execution of an agreement with Municipal Law Enforcement Services for the Provision of Animal Control, By-law and Parking Enforcement Services for the Corporation of the Town of Petawawa, be read a first and second time.

Carried

Resolution #7

Moved by Theresa Sabourin

Seconded by Lisa Coutu

That By-law 1787/25, be read a third and final time and passed.

Carried

3. By-law 1788/25 – being a by-law to appoint Municipal Law Enforcement Officers for the Town of Petawawa

Resolution #8

Moved by Lisa Coutu

Seconded by Adam Driscoll

That By-law 1788/25, being a by-law to appoint Municipal Law Enforcement Officers for the Town of Petawawa, be read a first and second time.

Carried

Resolution #9

Moved by Lisa Coutu

Seconded by Karen Donovan

That By-law 1788/25, be read a third and final time and passed.

Carried

4. By-law 1789/25 – being a by-law to authorize the purchase of land from the Estate of Albert Dermann

Staff Report PL-37-2025 – Purchase of Land – Norman Street

Resolution #10

Moved by James Carmody

Seconded by Murray Rutz

That By-law 1789/25, being a by-law to authorize the purchase of land from the Estate of Albert Dermann, be read a first and second time.

Carried

Resolution #11

Moved by Theresa Sabourin

Seconded by Adam Driscoll

That By-law 1789/25, be read a third and final time and passed.

Carried

5. By-law 1790/25 – being a by-law for prescribing standards for the maintenance and occupancy of all property within the Town of Petawawa

Staff Report PL-36-2025 – Revised Clean Yards and Property Standards By-laws

Resolution #12

Moved by Lisa Coutu

Seconded by Karen Donovan

That By-law 1790/25, being a by-law for prescribing standards for the maintenance and occupancy of all property within the Town of Petawawa, be read a first and second time.

Carried

Resolution #13

Moved by Murray Rutz

Seconded by James Carmody

That By-law 1790/25, be read a third and final time and passed.

Carried

6. By-law 1791/25 – being a by-law to require the owner or occupant of land to clean and clear the land, or to clear refuse from the land, not including buildings

Resolution #14

Moved by Murray Rutz

Seconded by Lisa Coutu

That By-law 1791/25, being a by-law to require the owner or occupant of land to clean and clear the land, or to clear refuse from the land, not including buildings, be read a first and second time.

Carried

Resolution #15

Moved by Lisa Coutu

Seconded by Adam Driscoll

That By-law 1791/25, be read a third and final time and passed.

Carried

7. By-law 1792/25 – being a by-law to amend By-law 160/00, being a by-law to establish road standards for summer roads

Resolution #16

Moved by Murray Rutz

Seconded by Adam Driscoll

That By-law 1792/25, being a by-law to amend By-law 160/00, being a by-law to establish road standards for summer roads, be read a first and second time.

Carried

Resolution #17

Moved by James Carmody

Seconded by Adam Driscoll

That By-law 1792/25, be read a third and final time and passed.

Carried

Correspondence

1. Missing Children Society of Canada – Councillor James Carmody, Chair – Petawawa OPP Detachment Board

Councillor James Carmody presented the item of correspondence. Councillor Carmody indicated the Ontario Provincial Police as well as the Petawawa OPP Detachment Board support this initiative and he encouraged members of Council and residents of the Town of Petawawa to register online or scan the QR code to receive notifications on their cell phones regarding missing children.

Minutes

1. Council-In-Committee Meeting (November 24, 2025)

Resolution #18

Moved by Theresa Sabourin

Seconded by Karen Donovan

That the minutes of the Council-In-Committee meeting held on November 24, 2025, be accepted by Council, and that resolutions from that Committee become resolutions of Council.

Carried

2. Petawawa OPP Detachment Board (October 14, 2025)

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

Resolution #19

Moved by James Carmody

Seconded by Theresa Sabourin

That the minutes of the Petawawa OPP Detachment Board meeting held on October 14, 2025, be adopted as information.

Carried

Staff Reports

1. 2025 Strong Mayor Powers Presentation

Colin Howard, Chief Administrative Officer, and Dawn Recoskie, Director of Legislative Services/Clerk, provided a presentation to Council regarding Strong Mayor Powers and its impact on the Town of Petawawa.

Mayor Gary Serviss presented three Mayoral Decisions and one Mayoral Directive that he intends to pass under Strong Mayor Powers.

- MDE-2025-01 To delegate the powers regarding appointing and/or dismissing the Chief Administrative Officer (CAO) to Council
- MDE-2025-02 To delegate the powers regarding organizational structure, including employment matters, to the Chief Administrative Officer (CAO)
- MDE-2025-03 To delegate the powers regarding committees to Council and the Striking Committee
- MDI-2025-01 To direct the Chief Administrative Officer (CAO) and the Director of Finance/Treasurer to present the Town's annual budget

Councillor Reports

Deputy Mayor Theresa Sabourin reported she participated in the Blanket Exercise on November 7th, attended a Petawawa OPP Detachment Board meeting on November 19th, and attended a candle making workshop at the Petawawa Public Library recently. Deputy Mayor Sabourin also reported that she was elected as Chair of the Petawawa Public Library Board on November 24th. Deputy Mayor Sabourin also attended a

meeting of the Equity, Diversity and Inclusion Advisory Committee on November 26th and the Town's annual Christmas party on November 29th.

Councillor James Carmody reported he chaired a meeting of the Petawawa OPP Detachment Board on November 19th and attended the Town's annual Christmas party on November 29th.

Councillor Lisa Coutu reported she attended a Backyard Chickens Ad Hoc Committee meeting on November 24th as well as a meeting of the Petawawa Public Library Board on the same date.

Councillor Adam Driscoll reported he also attended the Backyard Chickens Ad Hoc Committee meeting on November 24th, a meeting of the Pembroke and Area Airport Commission on November 27th, and the Town's annual Christmas party on November 29th.

Councillor Karen Donovan reported she also attended the Backyard Chickens Ad Hoc Committee meeting on November 24th, the Renfrew County Economic Development Summit on November 25th, an online session with AMO regarding Stronger Leaders, Stronger Communities on November 26th, a meeting of the Petawawa Accessibility Advisory Committee on November 27th, and the Town's annual Christmas party on November 29th.

Councillor Murray Rutz reported he attended a budget meeting for the Ottawa Valley Waste Management Board on November 27th and the Town's annual Christmas party on November 29th. Councillor Rutz invited Petawawa residents to participate in the Santa Claus Parade and the Holiday Tailgate Market on December 6th.

At this point (7:40 p.m.), Christine Mitchell, Manager of Economic Development entered the Council Chambers.

Mayor Gary Serviss reported he attended a meeting regarding the Water & Dirt Festival on November 17th, a meeting with the Township of Laurentian Valley's Mayor and CAO on November 24th, a meeting of the Petawawa Horticultural Society on November 24th, the Renfrew County Economic Development Summit on November 25th, a Development and Property Committee meeting and an Operations Committee meeting at the County of Renfrew on November 26th, and the Town's annual Christmas party on November 29th. Mayor Serviss also invited Petawawa residents to attend the Santa Claus Parade on December 6th.

Closed Meeting

Resolution #20

Moved by Murray Rutz

Seconded by Karen Donovan

That the meeting be closed pursuant to Section 239 (2) (c) of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, to discuss a proposed or pending acquisition or disposition of land by the municipality or local board, regarding property located in the Industrial Park.

Carried

Council went into closed session at 7:46 p.m.

Council reconvened to open session at 8:11 p.m.

Business Arising from Closed Session

A closed meeting was held. Council discussed the potential disposition of land in the Industrial Park and voted on the following motion in open session:

Resolution #21

Moved by Murray Rutz

Seconded by Lisa Coutu

That Council considers selling available buffered land, identified as Lot 17 in the Industrial Park Concept Plan, to the owner of Heavy Metal Inc. (13364496 Canada Inc.), Randy Behnke, at \$10,000 per acre, to be determined by survey.

Carried

Confirming By-law

Resolution #22

Moved by Karen Donovan

Seconded by Murray Rutz

That By-law 1793/25 be read a first, second and third time and passed.

Carried

Adjournment

Resolution #23

Moved by Lisa Coutu

Seconded by James Carmody

That the meeting adjourn to the call of the Mayor.

Carried

The meeting adjourned at 8:15 p.m.

Signature of the Mayor (Original Signed)

Signature of the Clerk (Original Signed)