



**Town of Petawawa**  
**Regular Meeting of Council Minutes**  
**December 16, 2024 at 6:30 p.m.**

**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:**

Scott Randolph, CAO  
Colin Howard, Director of Legislative Services/Clerk  
Melanie Scheer, Director of Planning and Development  
Noah Boyes, Senior Planner  
Jacinta Hoskins

**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 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 December 16, 2024 regular meeting of Council be adopted.  
**Carried**

### **Disclosure of Pecuniary Interest**

There were no disclosures of pecuniary interest.

### **Approval of Minutes**

1. Council Meeting (December 2, 2024)

#### Resolution #2

**Moved by Murray Rutz**

**Seconded by Theresa Sabourin**

That the minutes of the regular meeting of Council held December 2, 2024 be approved as printed and circulated.

**Carried**

### **Presentations**

There were no presentations.

### **By-laws**

1. By-law 1711/24 – being a by-law to authorize the Execution of an Ontario Transfer Payment Agreement, to receive funding under the Housing Enabling Water Systems Fund: Intake 1, with His Majesty the King in right of Ontario as represented by the Minister of Infrastructure

#### Resolution #3

**Moved by Karen Donovan**

**Seconded by Murray Rutz**

That By-law 1711/24, being a by-law to authorize the Execution of an Ontario Transfer Payment Agreement, to receive funding under the Housing Enabling Water Systems Fund: Intake 1, with His Majesty the King in right of Ontario as represented by the Minister of Infrastructure, be read a first and second time.

**Carried**

#### Resolution #4

**Moved by Theresa Sabourin**

**Seconded by James Carmody**

That By-law 1711/24, be read a third and final time and passed.

**Carried**

2. By-law 1712/24 – being a by-law to establish salary grids and set 2025 compensation rates

Resolution #5

**Moved by Lisa Coutu**

**Seconded by Adam Driscoll**

That By-law 1712/24, being a by-law to establish salary grids and set 2025 compensation rates, be read a first and second time.

**Carried**

Resolution #6

**Moved by Karen Donovan**

**Seconded by Theresa Sabourin**

That By-law 1712/24, be read a third and final time and passed.

**Carried**

3. By-law 1713/24 – being a by-law to set remuneration and expenses for members of Council, persons appointed to local boards and committees and members of staff when on municipal business for 2025

Resolution #7

**Moved by James Carmody**

**Seconded by Murray Rutz**

That By-law 1713/24, being a by-law to set remuneration and expenses for members of Council, persons appointed to local boards and committees and members of staff when on municipal business for 2025, be read a first and second time.

**Carried**

Resolution #8

**Moved by Adam Driscoll**

**Seconded by Lisa Coutu**

That By-law 1713/24, be read a third and final time and passed.

**Carried**

4. By-law 1714/24 – being a by-law to set 2025 compensation rates for members of the Town of Petawawa Volunteer Fire Department

Resolution #9

**Moved by Theresa Sabourin**

**Seconded by Adam Driscoll**

That By-law 1714/24, being a by-law to set 2025 compensation rates for members of the Town of Petawawa Volunteer Fire Department, be read a first and second time.

**Carried**

Resolution #10

**Moved by Karen Donovan**

**Seconded by James Carmody**

That By-law 1714/24, be read a third and final time and passed.

**Carried**

5. By-law 1715/24 – being a by-law to establish a municipal accommodation tax by-law

Resolution #11

**Moved by Lisa Coutu**

**Seconded by Murray Rutz**

That By-law 1715/24, being a by-law to establish a municipal accommodation tax by-law, be read a first and second time.

**Carried**

Resolution #12

**Moved by James Carmody**

**Seconded by Theresa Sabourin**

That By-law 1715/24, be read a third and final time and passed.

**Carried**

6. By-law 1716/24 – being a by-law to amend By-law 843/13, being a by-law to adopt Human Resources Corporate Policies and Procedures for the Corporation of the Town of Petawawa

Resolution #13

**Moved by Murray Rutz**

**Seconded by Lisa Coutu**

That By-law 1716/24, being a by-law to amend By-law 843/13, being a by-law to adopt Human Resources Corporate Policies and Procedures for the Corporation of the Town of Petawawa, be read a first and second time.

**Carried**

Resolution #14

**Moved by Karen Donovan**

**Seconded by Lisa Coutu**

That By-law 1716/24, be read a third and final time and passed.

**Carried**

**Correspondence**

There was no correspondence.

**Minutes**

1. Council-In-Committee Meeting (December 9, 2024)

Resolution #15

**Moved by Theresa Sabourin**

**Seconded by Murray Rutz**

That the minutes of the Council-In-Committee meeting held on December 9, 2024, be accepted by Council, and that resolutions from that Committee become resolutions of Council.

**Carried**

2. Petawawa Accessibility Advisory Committee Meeting (October 24, 2024)

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

Resolution #16

**Moved by Karen Donovan**

**Seconded by Theresa Sabourin**

That the minutes of the Petawawa Accessibility Advisory Committee meeting held on October 24, 2024, be adopted as information.

**Carried**

3. Ottawa Valley Waste Management Board Meeting (October 24, 2024)

Councillor Murray Rutz provided an overview of the recent activities of the Ottawa Valley Waste Management Board.

Resolution #17

**Moved by Murray Rutz**

**Seconded by Karen Donovan**

That the minutes of the Ottawa Valley Waste Management Board meeting held on October 24, 2024, be adopted as information.

**Carried**

4. Petawawa Business Advisory Network Meeting (November 5, 2024)

Councillor Adam Driscoll provided an overview of the recent activities of the Petawawa Business Advisory Network.

Resolution #18

**Moved by Adam Driscoll**

**Seconded by Theresa Sabourin**

That the minutes of the Petawawa Business Advisory Network meeting held on November 5, 2024, be adopted as information.

**Carried**

**Staff Reports**

1. PL-36-2024 – Proposed Temporary Use By-law Z185 (Hoskins) Urban Farm, 255 Murphy Road

Melanie Scheer, Director of Planning and Development, and Noah Boyes, Senior Planner, provided an overview of the report.

Resolution #19

**Moved by Murray Rutz**

**Seconded by Adam Driscoll**

That Council provided direction on the inclusion of livestock as proposed and a term length of three years for the temporary use by-law.

**Carried**

2. LEG-16-2024 – Meeting Schedule for January, July, August and December 2025

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

Resolution #20

**Moved by Theresa Sabourin**

**Seconded by James Carmody**

That Council approves the meeting schedule for January, July, August and December 2025 as follows:

- Monday, January 13, 2025 – Council-In-Committee Meeting (Only, if necessary, will a special meeting be called prior to the Committee meeting)
- Monday, January 20, 2025 – Council Meeting
- Monday, January 27, 2025 – Council-In-Committee Meeting
- Monday, July 7, 2025 – Council Meeting;
- Monday, July 14, 2025 – Council-in-Committee Meeting (All Committees); and

- Monday, July 21, 2025 – Council Meeting.
- Monday, August 11, 2025 – Council Meeting;
- Monday, August 18, 2025 – Council-in-Committee Meeting (All Committees);  
and
- Monday, August 25, 2025 – Council Meeting.
- Monday, December 1, 2025 – Council Meeting;
- Monday, December 8, 2025 – Council-in-Committee Meeting (All Committees);  
and
- Monday, December 15, 2025 – Council Meeting.

**Carried**

### **Councillor Reports**

Deputy Mayor Theresa Sabourin reminded residents of the upcoming Christmas Angels Turkey Dinner on December 25, 2024, and Deputy Mayor Sabourin wished all residents of Petawawa a very Merry Christmas and Happy New Year.

Councillor James Carmody reported he participated in the Petawawa Santa Claus Parade and Christmas Tailgate Market on December 7, 2024. Councillor Carmody also reported that he attended a budget workshop meeting on December 13, 2024, and chaired a Petawawa Public Library Board meeting on December 16, 2024. Councillor Carmody wished everyone a Merry Christmas and Happy New Year.

Councillor Lisa Coutu reported she attended the vigil to End Violence Against Women Renfrew County on December 6, 2024. Councillor Coutu also reported that she attended the Santa Claus Parade and Merry and Bright Festival on December 7, 2024, and a Petawawa Public Library Board meeting on December 16, 2024.

Councillor Adam Driscoll reported he attended the Santa Claus Parade and Merry and Bright Festival on December 7, 2024, a budget workshop meeting on December 13, 2024, and the 4<sup>th</sup> Annual Ottawa Valley Soup Off held at the Petawawa Civic Centre on December 15, 2024. Councillor Driscoll also wished a very Merry Christmas and Happy New Year to all residents of Petawawa.

Councillor Karen Donovan reported she participated in the Sensory Santa event, the Santa Claus Parade and the Christmas Tailgate Market on December 7, 2024. Councillor Donovan also reported she attended a budget workshop meeting on December 13, 2024, and she wished all residents of Petawawa a safe and happy holiday season and all the very best for 2025.

Councillor Murray Rutz reported he attended a Petawawa Business Advisory Network (PBAN) meeting and chaired a Festival Hall Committee meeting in early December. Councillor Rutz also reported he participated in the Santa Claus Parade and Merry and Bright Festival on December 7, 2024, he attended a Pembroke and Area Airport Commission meeting on December 10, 2024, and a budget workshop meeting on

December 13, 2024. Councillor Rutz thanked Councillor Driscoll for being an alternate on PBAN this past year and he wished all residents a Merry Christmas and a Happy New Year.

Mayor Gary Serviss reported he attended the Parents' Lifelines of Eastern Ontario meeting on December 4, 2024, and an Emergency Management training meeting on December 6, 2024. Mayor Serviss thanked Councillor Coutu for attending the vigil to End Violence Against Women on his behalf. Mayor Serviss also reported that he attended the Santa Claus Parade and Christmas Tailgate Market on December 7, 2024, a meeting at Garrison Petawawa with the Ontario Auditor General on December 9, 2024, a County Council meeting December 10, 2024, a doctor recruitment meeting with Judy Hill, Executive Director, Petawawa Centennial Family Health Centre on December 12, 2024, and a budget workshop meeting on December 13, 2024. Mayor Serviss commented on Petawawa hosting a meet and great for Team Canada World Juniors hockey team on December 18, 2024, and he wished all residents of Petawawa a safe and happy holiday season and all the very best for 2025.

### **Closed Meeting**

There was no closed meeting.

### **Confirming By-law**

#### **Resolution #21**

**Moved by Lisa Coutu**

**Seconded by James Carmody**

That By-law 1717/24 be read a first, second and third time and passed.

**Carried**

### **Adjournment**

#### **Resolution #22**

**Moved by Karen Donovan**

**Seconded by Murray Rutz**

That the meeting adjourn to the call of the Mayor.

**Carried**

The meeting adjourned at 7:30 p.m.

Signature of the Deputy Mayor      (Original Signed)

Signature of the Clerk      (Original Signed)