



**Town of Petawawa**  
**Regular Meeting of Council Minutes**  
**December 15, 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  
Brad Pilon, IT Systems and Cloud Administrator  
Melanie Scheer, Director of Planning and Development  
Meaghan O'Quinn, Director of Finance/Treasurer  
Erin O'Connor, Habitat for Humanity  
Sara Cooper, Habitat for Humanity  
Janna Hotson, President & CEO, Deep River and District Health  
David Cox, Board Chair, Deep River and District Health  
Rod Paul  
Peter Moss

**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 Murray Rutz**

**Seconded by James Carmody**

That the agenda for the December 15, 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 #2025-07**

Councillor James Carmody declared a potential indirect pecuniary interest with respect to Staff Report PL-39-2025, Warpath Trail Road Renaming & Extension, as he is a corporate officer in Warpath Beach Limited.

## **Approval of Minutes**

### 1. **Council Meeting (December 1, 2025)**

#### **Resolution #2**

**Moved by Theresa Sabourin**

**Seconded by Karen Donovan**

That the minutes of the regular meeting of Council held December 1, 2025, be approved as printed and circulated.

**Carried**

## **Presentations**

### 1. Habitat 101 – Erin O’Connor and Sara Cooper, Habitat for Humanity

Mayor Serviss welcomed Erin O’Connor and Sara Cooper. Sara Cooper provided an overview of Habitat for Humanity Greater Ottawa and discussed affordable housing needs in Renfrew County and Petawawa. Sara Cooper explained how their affordable homeownership program removes barriers to homeownership for program participants. Municipalities can help by donating land, waiving fees and taxes, facilitating partnerships with private developers to encourage more affordable housing development, and expediting the predevelopment processes.

Erin O’Connor explained Habitat for Humanity Greater Ottawa is interested in two municipally owned parcels of property between Oak Avenue, Spruce Street and Briarwood Drive; there is a potential to construct 17 to 23 townhomes. Erin O’Connor outlined five key benefits of a Petawawa-Habitat partnership as follows: (1) Supports Petawawa’s housing policy goals; (2) Makes efficient use of existing serviced land; (3) Creates attainable homeownership through geared-to-income mortgages; (4) Helps free up rental units and improves overall housing supply; and (5) Demonstrates municipal leadership on the housing crisis.

Following questions from Council, Mayor Serviss thanked Erin O’Connor and Sara Cooper for their informative presentation.

### 2. Deep River and District Health Campus Updates – Janna Hotson, President & Chief Executive Officer, and David Cox, Board Chair

Mayor Serviss welcomed Janna Hotson and David Cox. Janna Hotson provided an overview of the programs and services of Deep River and District Health. Janna Hotson explained that 35% of emergency department patients are Petawawa residents and 25% of patients of the family health team are also Petawawa residents. Another 24% of medical imaging patients come from Petawawa.

David Cox reported the new Primary Care Building opened its doors on September 2, 2025 and houses the North Renfrew Family Health Team as well as physicians from the Deep River Family Health Organization. David Cox highlighted the new long-term care development for the Four Seasons Lodge (a 72,000 square foot, 2-storey, 96 bed long-term care home) which is scheduled to open in 2027.

Janna Hotson further outlined the emergency department modernization project; future planning for repurposing space; the introduction of three (3) hospice beds in 2028; and physician recruitment.

Following questions from Council, Mayor Serviss thanked Janna Hotson and David Cox for informing Council on the recent developments at Deep River and District Health.

### **By-laws**

1. By-law 1794/25 – being a by-law to appoint a Committee of Adjustment

Resolution #3

**Moved by Adam Driscoll**

**Seconded by Lisa Coutu**

That By-law 1794/25, being a by-law to appoint a Committee of Adjustment, be read a first and second time.

**Carried**

Resolution #4

**Moved by James Carmody**

**Seconded by Karen Donovan**

That By-law 1794/25, be read a third and final time and passed.

**Carried**

2. By-law 1795/25 – being a by-law to establish salary grids and set 2026 compensation rates

Resolution #5

**Moved by Murray Rutz**

**Seconded by Theresa Sabourin**

That By-law 1795/25, being a by-law to establish salary grids and set 2026 compensation rates, be read a first and second time.

**Carried**

Resolution #6

**Moved by James Carmody**

**Seconded by Lisa Coutu**

That By-law 1795/25, be read a third and final time and passed.

**Carried**

3. By-law 1796/25 – 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 2026

Resolution #7

**Moved by Lisa Coutu**

**Seconded by Karen Donovan**

That By-law 1796/25, 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 2026, be read a first and second time.

**Carried**

Resolution #8

**Moved by James Carmody**

**Seconded by Theresa Sabourin**

That By-law 1796/25, be read a third and final time and passed.

**Carried**

### **Correspondence**

1. OPP 2026 Annual Billing Statement

Mayor Serviss presented the OPP 2026 Annual Billing Statement. The 2026 amount payable of \$2,000,286 is approximately 11% more than the amount charged for 2025 (\$1,802,059) for OPP services. Mayor Serviss explained the 11% increase represents an approximate 1.5% property tax increase for Petawawa residents for 2026 just to cover OPP costs. The OPP billing statement was received for information.

### **Minutes**

1. Council-In-Committee Meeting (December 8, 2025)

Resolution #9

**Moved by Murray Rutz**

**Seconded by Lisa Coutu**

That the minutes of the Council-In-Committee meeting held on December 8, 2025, be accepted by Council, and that resolutions from that Committee become resolutions of Council.

**Carried**

2. Ottawa Valley Waste Management Board (October 9, 2025)

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

Resolution #10

**Moved by Murray Rutz**

**Seconded by Karen Donovan**

That the minutes of the Ottawa Valley Waste Management Board meeting held on October 9, 2025, be adopted as information.

**Carried**

3. Equity, Diversity and Inclusion Advisory Committee (October 22, 2025)  
Councillor Lisa Coutu provided an overview of the recent activities of the Equity, Diversity and Inclusion Advisory Committee.  
Resolution #11  
**Moved by Lisa Coutu**  
**Seconded by Theresa Sabourin**  
That the minutes of the Equity, Diversity and Inclusion Advisory Committee meeting held on October 22, 2025, be adopted as information.  
**Carried**
4. Petawawa Accessibility Advisory Committee (October 23, 2025)  
Councillor Karen Donovan provided an overview of the recent activities of the Petawawa Accessibility Advisory Committee.  
Resolution #12  
**Moved by Karen Donovan**  
**Seconded by Theresa Sabourin**  
That the minutes of the Petawawa Accessibility Advisory Committee meeting held on October 23, 2025, be adopted as information.  
**Carried**
5. Petawawa Business Advisory Network (November 4, 2025)  
Councillor Murray Rutz provided an overview of the recent activities of the Petawawa Business Advisory Network.  
Resolution #13  
**Moved by Murray Rutz**  
**Seconded by Lisa Coutu**  
That the minutes of the Petawawa Business Advisory Network meeting held on November 4, 2025, be adopted as information.  
**Carried**
6. Petawawa Seniors Advisory Committee (November 5, 2025)  
Deputy Mayor Theresa Sabourin provided an overview of the recent activities of the Petawawa Seniors Advisory Committee.  
Resolution #14  
**Moved by Theresa Sabourin**  
**Seconded by James Carmody**  
That the minutes of the Petawawa Seniors Advisory Committee meeting held on November 5, 2025, be adopted as information.

**Carried**

At this point, Councillor James Carmody left the Council table due to his declared potential indirect pecuniary interest.

**Staff Reports**

1. PL-39-2025 – Warpath Trail Road Renaming & Extension

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

Resolution #15

**Moved by Murray Rutz**

**Seconded by Adam Driscoll**

That Council supports public notice being provided in accordance with the *Municipal Act* and By-law 235/03 of its intention to pass a by-law renaming Warpath Beach to Warpath Trail and extending Warpath Trail on the road naming by-law schedule to form a continuous loop from Black Bay Road to Melody Trail.

**Carried**

At this point, Councillor James Carmody returned to the Council table.

2. LEG-15-2025 – Code of Conduct Complaint – Final Report

Dawn Recoskie, Director of Legislative Services/Clerk, provided an overview of the report.

Resolution #16

**Moved by Murray Rutz**

**Seconded by Karen Donovan**

That Council receives the Code of Conduct Complaint Final Report for information.

**Carried**

Resolution #17

**Moved by Theresa Sabourin**

**Seconded by James Carmody**

That Council directs staff to make the final report public by posting it on the website for a two week period, and distribute with the next council agenda package as an item of correspondence.

**Carried**

## **Councillor Reports**

Deputy Mayor Theresa Sabourin reported she attended the grand opening of Petawawa Storage on December 3<sup>rd</sup>, the Santa Claus Parade and Holiday Tailgate Market on December 6<sup>th</sup>, an emergency management meeting/training session on December 8<sup>th</sup>, and she chaired a meeting of the Petawawa Public Library Board also on December 8<sup>th</sup>. Deputy Mayor Sabourin wished residents all the best in 2026.

Councillor James Carmody reported he also attended the grand opening of Petawawa Storage on December 3<sup>rd</sup>, a vigil recognizing National Day of Remembrance and Action on Violence Against Women at the Women's Monument on December 6<sup>th</sup>, and the Santa Claus Parade and Holiday Tailgate Market on December 6<sup>th</sup>. Councillor Carmody wished residents a Merry Christmas and Happy New Year.

Councillor Lisa Coutu reported she attended a Backyard Chickens Ad Hoc Committee meeting on December 5<sup>th</sup>, the vigil recognizing National Day of Remembrance and Action on Violence Against Women at the Women's Monument on December 6<sup>th</sup>, the Santa Claus Parade and Holiday Tailgate Market on December 6<sup>th</sup>, the Christmas in the Village event at the Petawawa Heritage Village on December 7<sup>th</sup>, and a Petawawa Public Library Board meeting on December 8<sup>th</sup>. Councillor Coutu thanked residents and staff for an amazing year.

Councillor Adam Driscoll reported he also attended a Backyard Chickens Ad Hoc Committee meeting on December 5<sup>th</sup>, the Santa Claus Parade and Holiday Tailgate Market on December 6<sup>th</sup>, the Christmas in the Village event at the Petawawa Heritage Village on December 7<sup>th</sup>, a trails meeting on December 11<sup>th</sup>, and the 5<sup>th</sup> annual Ottawa Valley Soup-Off on December 14<sup>th</sup>. Councillor Driscoll wished all residents a Merry Christmas.

Councillor Karen Donovan reported she also attended the trails meeting on December 11<sup>th</sup>. Councillor Donovan expressed warm wishes and all the best next year for Petawawa residents.

Councillor Murray Rutz reported he attended a PBAN meeting on December 2<sup>nd</sup>, the County of Renfrew's employee recognition awards event on December 4<sup>th</sup>, he participated in the Santa Claus Parade on December 6<sup>th</sup>, and chaired a meeting of the Festival Hall Committee on December 10<sup>th</sup>. Councillor Rutz wished all residents a very Merry Christmas and Happy New Year.

Mayor Gary Serviss reported he attended a meeting regarding the Petawawa Terrace Park on December 3<sup>rd</sup> as well as the grand opening of Petawawa Storage. Mayor Serviss also attended the County of Renfrew's employee recognition awards event on December 4<sup>th</sup>, the vigil recognizing National Day of Remembrance and Action on Violence Against Women at the Women's Monument on December 6<sup>th</sup>, and the Santa Claus Parade, Holiday Tailgate Market, and Tree Lighting Ceremony also on December

6<sup>th</sup>. Mayor Serviss attended an emergency management meeting/training session on December 8<sup>th</sup>, the Inaugural Meeting of County Council on December 10<sup>th</sup> where Bonnechere Valley Mayor Jennifer Murphy was elected Warden, a trails meeting on December 11<sup>th</sup>, a meeting with the County of Renfrew's CAO to discuss social housing on December 12<sup>th</sup>, a meeting with the Garrison Commander also on December 12<sup>th</sup>, the Petawawa Civic Centre Fundraising Committee's annual Christmas party on December 13<sup>th</sup>, the 5<sup>th</sup> annual Ottawa Valley Soup-Off on December 14<sup>th</sup>, and lastly Mayor Serviss attended a meeting on December 15<sup>th</sup> with staff from the Minister of Defence's office to discuss the twinning of Petawawa Boulevard, PILT, and recreation collaboration.

### **Closed Meeting**

#### **Resolution #18**

**Moved by Lisa Coutu**

**Seconded by James Carmody**

That the meeting be closed pursuant to Section 239 (2) (b) of the *Municipal Act, 2001, S.O. 2001, c.25*, as amended, to discuss personal matters about an identifiable individual, including municipal or local board employees, to review an appointment to fill a vacancy on the Petawawa Seniors Advisory Committee.

**Carried**

Council went into closed session at 8:27 p.m.

Council reconvened to open session at 8:32 p.m.

### **Business Arising from Closed Session**

A closed meeting was held. Council reviewed an appointment to fill a vacancy on the Petawawa Seniors Advisory Committee and voted on the following motion in open session:

#### **Resolution #19**

**Moved by Theresa Sabourin**

**Seconded by Karen Donovan**

That Council appoints Vicky Zeltins to the Petawawa Seniors Advisory Committee for the remaining term concurrent with Council.

**Carried**

### **Confirming By-law**

#### **Resolution #20**

**Moved by Lisa Coutu**

**Seconded by Karen Donovan**

That By-law 1797/25 be read a first, second and third time and passed.

**Carried**

Prior to closing the meeting, Mayor Gary Serviss wished all residents a Merry Christmas and a Healthy and Happy 2026.

**Adjournment**

Resolution #21

**Moved by Adam Driscoll**

**Seconded by Murray Rutz**

That the meeting adjourn to the call of the Mayor.

**Carried**

The meeting adjourned at 8:35 p.m.

Signature of the Mayor (Original Signed)

Signature of the Clerk (Original Signed)