



Town of Petawawa
Council-In-Committee Meeting Minutes
January 12, 2026 at 6:30 p.m.
Council Chambers

Present:

Mayor Gary Serviss
Deputy Mayor Theresa Sabourin
Councillor James Carmody
Councillor Lisa Coutu
Councillor Adam Driscoll
Councillor Murray Rutz

Regrets:

Councillor Karen Donovan

Also Present:

Colin Howard, CAO
Dawn Recoskie, Director of Legislative Services/Clerk
Kate Bennett, Legislative Services Coordinator
Melanie Scheer, Director of Planning and Development
Chris Mantha, Director of Public Works
Christine Mitchell, Manager of Economic Development
Colonel Sean Trenholm, Garrison Commander
Chief Warrant Officer Todd Buchanan, Formation Sergeant Major
Peter Moss
Sherwood Nieman (6:41 p.m.)

The Council-In-Committee meeting was opened by the Mayor at 6:30 p.m.

Land Acknowledgement

The land acknowledgement including a Truth and Reconciliation Commission Call to Action was read.

Disclosure of Pecuniary Interest

There were no disclosures of pecuniary interest.

Presentation

1. Garrison Petawawa 2025 Year in Review – 4th Canadian Division Support Group Commander, Colonel Sean Trenholm and 4th Canadian Division Support Group, Formation Sergeant Major, Chief Warrant Officer Todd Buchanan

Mayor Gary Serviss welcomed Colonel Sean Trenholm and Chief Warrant Officer Todd Buchanan to address Council.

Colonel Trenholm spoke to the relationship between the Garrison and the Town of Petawawa over the years which has achieved meaningful joint initiatives that have strengthened and enriched our community. Colonel Trenholm highlighted the modernization efforts to attract, recruit, train, and retain the skilled people required to meet future demands on the Canadian Army.

Colonel Trenholm highlighted several major and minor capital projects that are underway at Garrison Petawawa:

- Construction continues on the new Petawawa Military Family Resource Centre, with substantial completion expected in Spring 2026.
- Road and utility upgrades are progressing in the South Townsite Residential Housing Area near Wolfe Avenue.
- Work on the Highway 17 Tertiary Access Point was completed in December 2025 and is expected to be opened for use later in the spring.
- Initial designs for barracks renovations are underway, with construction scheduled to begin in 2026.
- New Residential Housing Units are being built to support members posted to Petawawa.

Colonel Trenholm provided a 2025 year in review for members of Council and highlighted the following:

- On August 19, 2025, we had the honour of hosting General Jennie Carignan, Chief of the Defence Staff, and Canadian Armed Forces Chief Warrant Officer Bob McCann for a formal recognition ceremony. The visit highlighted the exceptional professionalism and bravery demonstrated by our personnel – particularly our Fire Fighters – in response to the 2023 CH-147F Chinook crash.
- We supported multiple filming requests from Ottawa, including Mil Pers and ADM(PA), contributing to national recruitment and retention efforts while showcasing the personnel and important work carried out at Garrison Petawawa.

- We celebrated our annual Garrison Family Day, a vibrant and interactive event that brought together families and community members. It offered a chance for our personnel to demonstrate equipment, share their experiences, and strengthen community ties – all while supporting ongoing recruitment initiatives.
- We welcomed The Mightiest film crew, who captured footage of a Chinook helicopter at 450 THS for an upcoming television episode, further highlighting the impressive capabilities found here at Petawawa.
- And throughout the year our members proudly support communities across this region in various community-based activities and at ceremonies across the valley during Remembrance Day, ensuring communities large and small were able to honour Canada's fallen with Canadian Armed Forces representation.

Mayor Gary Serviss, on behalf of Council, thanked Colonel Trenholm and Chief Warrant Officer Buchanan for their presentation to Council.

Planning and Development

1. Monthly Activity Report

Melanie Scheer, Director of Planning and Development, provided an overview of the monthly report. Ms. Scheer highlighted the progress of the Backyard Chickens Ad Hoc Committee and presented the list of active planning applications and the December building permit statistics. Ms. Scheer also provided a summary of planning applications for 2025.

Moved by Murray Rutz

Seconded by Adam Driscoll

That the Planning and Development monthly activity report be accepted as information.

Carried

Public Works

1. Monthly Activity Report

Chris Mantha, Director of Public Works, provided an overview of the monthly activity report. Mr. Mantha highlighted the capital works program and commented on the status of the Town Hall renovation, Civic Centre parking lot improvements, Water Tower rehabilitation on Water Tower Road, the Disinfection By-Products Reduction Study, and the Norman Street in/out project. Mr. Mantha also highlighted the winter control operations conducted in December.

Moved by Theresa Sabourin

Seconded by James Carmody

That the Public Works monthly activity report be accepted as information.

Carried

2. PW-01-2026 – Service Agreement between Do-All Construction and the Town of Petawawa

Chris Mantha provided an overview of the report and explained the rationale for a service agreement as opposed to a road improvement maintenance agreement.

Moved by Murray Rutz

Seconded by Theresa Sabourin

That Council approves entering into the proposed service agreement with Do-All Construction, as presented, to consent to the requested increase in the annual extraction limit from 60,000 tonnes to 180,000 tonnes for the lands covered by ARA License #624631, subject to Do-All Construction providing 4,000 tonnes of Granular "A" material to be supplied and delivered to the Town, at no cost to the Town, in a location to be determined by the Town in its absolute discretion; and

That the consent of the Town for the increase in the annual extraction limit is contingent upon receiving the 4,000 tonnes of Granular "A"; and

That the service agreement be adopted by by-law at a future meeting of Council.

Carried

Economic Development

1. Monthly Activity Report

Christine Mitchell, Manager of Economic Development, provided an overview of the monthly report. Ms. Mitchell highlighted commercial and home-based business registrations, the status of Community Improvement Plan applications, partner engagements, and commented on the success of the Container Market Holiday Tailgate event held on December 6, 2025.

Moved by Lisa Coutu

Seconded by James Carmody

That the Economic Development monthly activity report be accepted as information.

Carried

2. Annual Report 2025

Christine Mitchell presented the Economic Development Annual Report for 2025.

Moved by Murray Rutz

Seconded by Lisa Coutu

That the Economic Development Annual Report for 2025 be accepted as information.

Carried

3. ED-01-2026 – Community Improvement Plan – 4 Doran St., Dr. James Saigle

Christine Mitchell provided an overview of the report.

Moved by Theresa Sabourin

Seconded by James Carmody

That Council, under the Community Improvement Plan adopted by By-law 1441/21, enter into a funding agreement with Dr. James Saigle, tenant of the commercial property located at 4 Doran, permitting the CIP financial incentive, of:

- Up to \$5,000 under the Signage Improvement Grant

Carried

4. ED-02-2026 – Community Improvement Plan – 3519A Petawawa Blvd., Petawawa Car Wash

Christine Mitchell provided an overview of the report.

Moved by Murray Rutz

Seconded by Lisa Coutu

That Council, under the Community Improvement Plan adopted by By-law 1441/21, enter into a funding agreement with Deni Bonacchi, tenant of the commercial property located at 3519A Petawawa Blvd., permitting the CIP financial incentive, of:

- Up to \$5,000 under the Signage Improvement Grant; and
- Up to \$5,000 under the Building Façade Improvement Grant

Carried

Legislative Services

1. LEG-02-2026 – Appointment of Signing Officers for the Corporation of the Town of Petawawa

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

Moved by Lisa Coutu

Seconded by Adam Driscoll

That Council appoints Gary Serviss, Mayor; Theresa Sabourin, Deputy Mayor; Colin Howard, CAO/Deputy Clerk; Meaghan O’Quinn, Director of Finance/Treasurer; and Paula Turcotte, Deputy Treasurer; as signing officers for the Corporation of the Town of Petawawa.

Carried

General Matters

There was nothing to report.

Closed Meeting

Moved by Lisa Coutu

Seconded by Murray Rutz

That the meeting be closed pursuant to Section 239 (2) (c) of *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 the DND EOI File #0335-X110; and

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 7:59 p.m.

Council reconvened to open session at 8:18 p.m.

Business Arising from Closed Session

A closed meeting was held. Council reviewed DND EOI File #0335-X110 and reviewed an appointment to fill a vacancy on the Petawawa Seniors Advisory Committee. Council voted on the following motions in open session:

Moved by Murray Rutz

Seconded by Adam Driscoll

That Council approves the issuance of a conditional support letter for Town-owned lands in the Industrial Park under terms to sell said land to the selected proponent of EOI issued by DND File # 0335-X110. This letter will allow interested submitters to proceed with their submissions to said EOI while safeguarding municipal interests.

Carried

Moved by Theresa Sabourin

Seconded by Lisa Coutu

That Council appoints Jackie Royal to the Petawawa Seniors Advisory Committee for the remaining term concurrent with Council.

Carried

Adjournment

Moved by Murray Rutz

Seconded by Adam Driscoll

That the meeting be adjourned.

Carried

The meeting adjourned at 8:21 p.m.

Signature of the Clerk (Original Signed)