



**Town of Petawawa**  
**Regular Meeting of Council Minutes**  
**January 19, 2026 at 6:30 p.m.**  
**Council Chambers**

**Present:**

Deputy Mayor Theresa Sabourin  
Councillor James Carmody  
Councillor Lisa Coutu  
Councillor Karen Donovan  
Councillor Adam Driscoll  
Councillor Murray Rutz

**Regrets:**

Mayor Gary Serviss

**Also Present:**

Dawn Recoskie, Director of Legislative Services/Clerk  
Brad Pilon, IT Systems and Cloud Administrator  
Melanie Scheer, Director of Planning and Development

**Call to Order**

The Deputy 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**

Deputy Mayor Theresa Sabourin asked those in attendance to stand for a moment of silent reflection.

**Approval of Agenda**

Resolution #1

**Moved by James Carmody**

## **Seconded by Adam Driscoll**

That the agenda for the January 19, 2026 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 #2026-01

Councillor James Carmody declared a potential indirect pecuniary interest with respect to By-law 1802/26, being a by-law to amend By-law 597/09 to change the name of Warpath Beach to Warpath Trail and to amend Schedule B-2 of By-law 118/99 to extend Warpath Trail, and with respect to Staff Report PL-02-2026, Warpath Trail Road Renaming & Extension, as he is a corporate officer in Warpath Beach Limited.

### **Approval of Minutes**

#### 1. Council Meeting (December 15, 2025)

##### Resolution #2

**Moved by Lisa Coutu**

**Seconded by Karen Donovan**

That the minutes of the regular meeting of Council held December 15, 2025, be approved as printed and circulated.

**Carried**

### **Presentations**

There were no presentations.

### **By-laws**

#### 1. By-law 1798/26 – being a by-law to amend By-law 1788/25, being a by-law to appoint Municipal Law Enforcement Officers for the Town of Petawawa

Resolution #3

**Moved by James Carmody**

**Seconded by Lisa Coutu**

That By-law 1798/26, being a by-law to amend 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 #4

**Moved by Karen Donovan**

**Seconded by Lisa Coutu**

That By-law 1798/26, be read a third and final time and passed.

**Carried**

2. By-law 1799/26 – being a by-law to authorize the execution of a Transfer Payment Agreement, to receive funding under the Ontario Fire Protection Grant Program, with His Majesty the King in right of Ontario as represented by the Solicitor General

Resolution #5

**Moved by Murray Rutz**

**Seconded by Lisa Coutu**

That By-law 1799/26, being a by-law to authorize the execution of a Transfer Payment Agreement, to receive funding under the Ontario Fire Protection Grant Program, with His Majesty the King in right of Ontario as represented by the Solicitor General, be read a first and second time.

**Carried**

Resolution #6

**Moved by James Carmody**

**Seconded by Lisa Coutu**

That By-law 1799/26, be read a third and final time and passed.

**Carried**

3. By-law 1800/26 – being a by-law to authorize the execution of a Service Agreement between the Corporation of the Town of Petawawa and 902474 Ontario Limited (Do-All Construction)

Resolution #7

**Moved by Murray Rutz**

**Seconded by Karen Donovan**

That By-law 1800/26, being a by-law to authorize the execution of a Service Agreement between the Corporation of the Town of Petawawa and 902474 Ontario Limited (Do-All Construction), be read a first and second time.

**Carried**

Resolution #8

**Moved by Lisa Coutu**

**Seconded by James Carmody**

That By-law 1800/26, be read a third and final time and passed.

**Carried**

4. By-law 1801/26 – being a by-law for the conveyance of land owned by the Municipality to P.J.L Investments Inc.

Staff Report PL-01-2026 – Declaration of Surplus Lands and Conveyance By-law, P.J.L Investments Inc., Part of Lots 22 & 23, Concession 5, being Part 2 on Plan 49R-19365, Industrial Avenue

Resolution #9

**Moved by Murray Rutz**

**Seconded by Karen Donovan**

That Part of Lots 22 and 23, Concession 5 with an area of 1.11 hectares (2.74 acres) and described as Part 2 on Registered Reference Plan 49R-19365 be declared surplus to be sold to P.J.L Investments Inc. at a price of \$41,143.05 (\$15,000.00 per acre) plus expenses.

**Carried**

Resolution #10

**Moved by Lisa Coutu**

**Seconded by Adam Driscoll**

That By-law 1801/26, being a by-law for the conveyance of land owned by the Municipality to P.J.L Investments Inc., be read a first and second time.

**Carried**

Resolution #11

**Moved by James Carmody**

**Seconded by Adam Driscoll**

That By-law 1801/26, be read a third and final time and passed.

**Carried**

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

5. By-law 1802/26 – being a by-law to amend By-law 597/09 to change the name of Warpath Beach to Warpath Trail and to amend Schedule B-2 of By-law 118/99 to extend Warpath Trail

Staff Report PL-02-2026 – Warpath Trail Road Renaming & Extension

Resolution #12

**Moved by Murray Rutz**

**Seconded by Adam Driscoll**

That By-law 1802/26, being a by-law to amend By-law 597/09 to change the name of Warpath Beach to Warpath Trail and to amend Schedule B-2 of By-law 118/99 to extend Warpath Trail, be read a first and second time.

**Carried**

Resolution #13

**Moved by Karen Donovan**

**Seconded by Lisa Coutu**

That By-law 1802/26, be read a third and final time and passed.

**Carried**

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

6. By-law 1803/26 – being a by-law to provide for an interim tax levy and to provide for the payment of taxes

Resolution #14

**Moved by Murray Rutz**

**Seconded by James Carmody**

That By-law 1803/26, being a by-law to provide for an interim tax levy and to provide for the payment of taxes, be read a first and second time.

**Carried**

Resolution #15

**Moved by Karen Donovan**

**Seconded by Lisa Coutu**

That By-law 1803/26, be amended by deleting item #5 and renumbering items #6 and #7 to #5 and #6.

**Carried**

Resolution #16

**Moved by Karen Donovan**

**Seconded by Lisa Coutu**

That By-law 1803/26, as amended, be read a third and final time and passed.

**Carried**

## **Correspondence**

1. Dog Park Request – Lori Stephenson

Deputy Mayor Sabourin introduced the item of correspondence and explained staff is seeking direction from Council on how it wishes to proceed regarding the request.

Following discussion, Council directed staff to investigate the costs of splitting the dog park into two sections, one for small dogs and one for large dogs, and to provide a report back to Council including how small dogs will be identified (by weight or other factor). This item to be added to the 2026 budget deliberations.

2. Code of Conduct Complaint – Final Report

Received for information.

## **Minutes**

1. Council-In-Committee Meeting (January 12, 2026)

Resolution #17

**Moved by Murray Rutz**

**Seconded by Lisa Coutu**

That the minutes of the Council-In-Committee meeting held on January 12, 2026, be accepted by Council, and that resolutions from that Committee become resolutions of Council.

**Carried**

2. Petawawa Seniors Advisory Committee (December 3, 2025)

Deputy Mayor Theresa Sabourin provided an overview of the recent activities of the Petawawa Seniors Advisory Committee.

Resolution #18

**Moved by Lisa Coutu**

**Seconded by Karen Donovan**

That the minutes of the Petawawa Seniors Advisory Committee meeting held on December 3, 2025, be adopted as information.

**Carried**

3. Petawawa OPP Detachment Board (November 19, 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 Murray Rutz**

That the minutes of the Petawawa OPP Detachment Board meeting held on November 19, 2025, be adopted as information.

**Carried**

**Staff Reports**

1. ED-04-2026 – Community Improvement Plan – 3351 Petawawa Blvd. Unit #4 – Signature Team Realty

Dawn Recoskie, Director of Legislative Services/Clerk, presented the report on behalf of Christine Mitchell, Manager of Economic Development.

Resolution #20

**Moved by Murray Rutz**

**Seconded by Lisa Coutu**

That Council, under the Community Improvement Plan adopted by By-law 1441/21, enters into a funding agreement with Tony Worsfold of Signature Team Realty, tenant of the commercial property located at 3351 Petawawa Blvd. Unit #4, permitting the CIP financial incentive of:

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

**Carried**

**Councillor Reports**

Councillor James Carmody reported he attended a recent meeting at Community Living Upper Ottawa Valley where housing options were discussed for those with disabilities.

Councillor Lisa Coutu reported she attended a Petawawa Public Library Board Finance Committee meeting on January 13, 2026, and a regular meeting of the Petawawa Public Library Board on January 19, 2026.

Councillor Adam Driscoll – nothing to report.

Councillor Karen Donovan reported she attended a meeting of the Petawawa Seniors Advisory Committee on January 7, 2026.

Councillor Murray Rutz reported he attended the New Year's Eve celebration at the Petawawa Civic Centre, a Petawawa Sports & Entertainment Hall of Fame meeting on January 7, 2026, and a luncheon for the Petawawa Business Advisory Network (PBAN) on January 13, 2026. Councillor Rutz also reported the new recycling collection calendars have been delivered outlining the new items eligible for recycling as established by Circular Materials. Councillor Rutz wished residents a happy and prosperous 2026.

Deputy Mayor Theresa Sabourin reported she volunteered with the Christmas Angels for the free Christmas Day luncheon, noting over 400 meals were served. Deputy Mayor Sabourin attended the New Year's Eve celebration at the Petawawa Civic Centre, she chaired a meeting of the Petawawa Seniors Advisory Committee on January 7, 2026, and also chaired the Petawawa Public Library Board Finance Committee meeting on January 13, 2026 and the regular meeting of the Petawawa Public Library Board on January 19, 2026.

**Closed Meeting**

There was no closed meeting.

**Confirming By-law**

Resolution #21

**Moved by Murray Rutz**

**Seconded by James Carmody**

That By-law 1804/26 be read a first, second and third time and passed.

**Carried**

**Adjournment**

Resolution #22

**Moved by Karen Donovan**

**Seconded by Adam Driscoll**

That the meeting adjourn to the call of the Deputy Mayor.

**Carried**

The meeting adjourned at 7:10 p.m.

Signature of the Deputy Mayor (Original Signed)

Signature of the Clerk (Original Signed)