



Town of Petawawa
Regular Meeting of Council Minutes
December 2, 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
Craig Proulx, Acting Fire Chief
Simon Brooks, Assistant Deputy Chief/Chief Fire Prevention Officer
Melanie Scheer, Director of Planning and Development
Christine Mitchell, Manager of Economic Development
Jody Anne McDonald
Mitchell Brooks
Joshua Vardy, EDI Committee Member
Melanie Burton-Vardy
Colton Kyle

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 Murray Rutz

That the agenda for the December 2, 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 (November 18, 2024)**

Resolution #2

Moved by Theresa Sabourin

Seconded by Karen Donovan

That the minutes of the regular meeting of Council held November 18, 2024 be approved as printed and circulated.

Carried

Presentations

1. **20 Year Fire Services Exemplary Long Service Medal to Simon Brooks**

Mayor Gary Serviss and Acting Fire Chief Craig Proulx presented Fire Services Exemplary Long Service Medal for 20 years of service to Simon Brooks, Assistant Deputy Chief/Chief Fire Prevention Officer, to recognize his dedication and hard work as a firefighter.

2. **Equity, Diversity and Inclusion Advisory Committee Community Survey**

Mayor Serviss asked Councillor Lisa Coutu, Chair, Equity, Diversity and Inclusion Advisory Committee to welcome and introduce Joshua Vardy, Committee Member, to present the findings of the recent Community Survey.

Joshua Vardy thanked Council for the opportunity to present the EDI Community Survey, and Joshua proceeded to provide an overview of the presentation.

Joshua highlighted the goal of the survey was to let the public know more about the EDI Committee's existence and to help better understand the community needs and whether people felt Petawawa was an inclusive and welcoming

community. The survey was conducted online and received a total of 379 responses of which 265 were complete, which is comparable to surveys conducted in neighbouring municipalities. Joshua also highlighted whether residents felt there was sufficient resources or support for various disadvantaged groups, their barriers to equity, and their ideas to improve equity and ideas to more accurately reflect Petawawa's history.

Mayor Serviss on behalf of Council, thanked Joshua for the informative presentation on the community survey results for the Town of Petawawa.

By-laws

1. By-law 1706/24 – being a by-law to establish a speed zone on the gravel portion of Rantz Road in the Town of Petawawa

Resolution #3

Moved by Murray Rutz

Seconded by James Carmody

That By-law 1706/24, being a by-law to establish a speed zone on the gravel portion of Rantz Road in the Town of Petawawa, be read a first and second time.

Carried

Resolution #4

Moved by Theresa Sabourin

Seconded by Lisa Coutu

That By-law 1706/24, be read a third and final time and passed.

Carried

2. By-law 1707/24 – being a by-law to appoint Municipal Law Enforcement Officers for the Town of Petawawa

Resolution #5

Moved by Lisa Coutu

Seconded by Adam Driscoll

That By-law 1707/24, being a by-law to appoint Municipal Law Enforcement Officers for the Town of Petawawa, be read a first and second time.

Carried

Resolution #6

Moved by James Carmody

Seconded by Lisa Coutu

That By-law 1707/24, be read a third and final time and passed.

Carried

3. By-law 1708/24 – being a by-law to adopt Amendment No. 21 to the Official Plan of the Town of Petawawa

Resolution #7

Moved by Karen Donovan

Seconded by Murray Rutz

That By-law 1708/24, being a by-law to adopt Amendment No. 21 to the Official Plan of the Town of Petawawa, as amended, be read a first and second time.

Carried

Resolution #8

Moved by Theresa Sabourin

Seconded by Karen Donovan

That By-law 1708/24, be read a third and final time and passed.

Carried

4. By-law 1709/24 – being a by-law to adopt Amendment No. 22 to the Official Plan of the Town of Petawawa

Resolution #9

Moved by James Carmody

Seconded by Adam Driscoll

That By-law 1709/24, being a by-law to adopt Amendment No. 22 to the Official Plan of the Town of Petawawa, be read a first and second time.

Carried

Resolution #10

Moved by Karen Donovan

Seconded by Murray Rutz

That By-law 1709/24, be read a third and final time and passed.

Carried

Correspondence

There was no correspondence.

Minutes

1. Council-In-Committee Meeting (November 25, 2024)

Resolution #11

Moved by Lisa Coutu

Seconded by Adam Driscoll

That the minutes of the Council-In-Committee meeting held on November 25, 2024, be accepted by Council, and that resolutions from that Committee become resolutions of Council.

Carried

2. Petawawa Police Services Board Meeting (October 15, 2024)

Councillor James Carmody provided an overview of the recent activities of the Petawawa Police Services Board.

Resolution #12

Moved by James Carmody

Seconded by Theresa Sabourin

That the minutes of the Petawawa Police Services Board meeting held on October 15, 2024, be adopted as information.

Carried

3. Equity, Diversity and Inclusion Advisory Committee Meeting (October 23, 2024)

Councillor Lisa Coutu provided an overview of the recent activities of the Equity, Diversity and Inclusion Advisory Committee.

Resolution #13

Moved by Lisa Coutu

Seconded by Theresa Sabourin

That the minutes of the Equity, Diversity and Inclusion Advisory Committee meeting held on October 23, 2024, be adopted as information.

Carried

4. Petawawa Public Library Board Meeting (October 28, 2024)

Councillor James Carmody provided an overview of the recent activities of the Petawawa Public Library Board.

Resolution #14

Moved by James Carmody

Seconded by Lisa Coutu

That the minutes of the Petawawa Public Library Board meeting held on October 28, 2024, be adopted as information.

Carried

Staff Reports

1. **ED-15-2024 – Town of Petawawa Logo Redesign and Brand Guidelines**

Christine Mitchell, Manager of Economic Development, provided an overview of the report.

Received for information.

2. **LEG-15-2024 – Request for Proposal No. P-24-06, Management Services at Festival Hall**

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

Resolution #15

Moved by Murray Rutz

Seconded by Adam Driscoll

That Council approves the award of Request for Proposal No. P-24-06 to Kitchissippi Productions and acknowledges that the City of Pembroke staff enter negotiations on the behalf of the Town of Petawawa; and

That Council accepts the attached agreement to allow the Consortium to enter into an independent contract with Kitchissippi Productions for the purposes of management of Festival Hall @ L'Équinoxe.

Carried

Councillor Reports

Deputy Mayor Theresa Sabourin reported she attended two Seniors Advisory Committee meetings on November 1, 2024, and November 8, 2024. Deputy Mayor Sabourin also reported she attended a Petawawa Police Detachment Board meeting on November 20, 2024, an Equity, Diversity and Inclusion Advisory Committee meeting on November 27, 2024, and she took part in the Town's Christmas party on November 30, 2024. Deputy Mayor Sabourin reminded residents of the upcoming Christmas Angels Turkey Dinner on December 25, 2024.

Councillor James Carmody reported he chaired both a Petawawa Police Detachment Board meeting on November 20, 2024, and a Petawawa Public Library Board meeting on November 25, 2024. Councillor Carmody also reported that he attended Town's Christmas party on November 30, 2024.

Councillor Lisa Coutu reported she attended a Petawawa Public Library Board meeting on November 25, 2024, chaired an Equity, Diversity and Inclusion Advisory Committee meeting on November 27, 2024, and she attended the Town's Christmas party on November 30, 2024.

Councillor Adam Driscoll reported he attended a Pembroke and Area Airport Commission meeting on November 21, 2024, and the Town's Christmas party on November 30, 2024. Councillor Driscoll thanked Kate Bennett for all her hard work and preparations in planning the Town's staff party once again this year.

Councillor Karen Donovan reported she attended a virtual webinar hosted by the Canadian Nuclear Laboratories on November 19, 2024, she took part in an accessibility audit of Town facilities with members of the Petawawa Accessibility Advisory Committee on November 20, 2024, and she attended the Accessibility Committee meeting on November 27, 2024. Councillor Donovan also reported she attended the Town's Christmas party on November 30, 2024.

Councillor Murray Rutz reported he chaired a Festival Hall Committee meeting on November 22, 2024, he attended an Ottawa Valley Waste Management Board meeting on November 28, 2024, and he also attended the Town's Christmas party on November 30, 2024.

Mayor Gary Serviss reported he attended a Community Leaders event hosted by Garrison Petawawa on November 19, 2024, which highlighted the importance of ongoing partnership between Garrison and local communities. Mayor Serviss also reported that he hosted two medical students from Queen's University and provided them with a tour of what Petawawa has to offer for future physician recruitment. Mayor Serviss welcomed the Syrian refugee family to Petawawa on November 26, 2024. Mayor Serviss reported he attended a County Council meeting on November 27, 2024, a Deep River and District Hospital physician recruitment meeting on November 29, 2024, and he attended the Town's Christmas party on November 30, 2024.

Closed Meeting

There was no closed meeting.

Confirming By-law

Resolution #16

Moved by Lisa Coutu

Seconded by Karen Donovan

That By-law 1710/24 be read a first, second and third time and passed.

Carried

Adjournment

Resolution #17

Moved by Theresa Sabourin

Seconded by James Carmody

That the meeting adjourn to the call of the Mayor.

Carried

The meeting adjourned at 7:53 p.m.

Signature of the Mayor (Original Signed)

Signature of the Clerk (Original Signed)