



Town of Petawawa
Regular Meeting of Council Minutes
May 5, 2025 at 6:30 p.m.

Present:

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

Regrets:

Mayor Gary Serviss
Councillor Adam Driscoll

Also Present:

Scott Randolph, CAO
Colin Howard, Director of Legislative Services/Clerk
Chris Mantha, Director of Public Works
Ted Marcotte, Manager of Civic Properties
Daniel Larente

Call to Order

The Deputy Mayor called the meeting to order at 6:30 p.m.

Deputy Mayor Theresa Sabourin took a moment to express her thanks and gratitude on behalf of Council to our volunteer firefighters for all their efforts and dedication to keeping our residents safe.

Deputy Mayor Sabourin acknowledged the significance of Red Dress Day, which is observed annually of May 5th to remember and recognize the missing and murdered indigenous women, girls, and two-spirited people in Canada.

Deputy Mayor Sabourin also acknowledged the passing of Amber Cronier, daughter of Karen Cronier, the Town's former Director of Planning and Development, and she

asked those in attendance to keep the Cronier family in their thoughts during this difficult time.

Land Acknowledgement

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

Moment of Silent Reflection

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

Approval of Agenda

Resolution #1

Moved by Murray Rutz

Seconded by Karen Donovan

That the agenda for the May 5, 2025 regular meeting of Council be adopted as presented.

Carried

Disclosure of Pecuniary Interest

There were no disclosures of pecuniary interest.

Approval of Minutes

1. Council Meeting (April 22, 2025)

Resolution #2

Moved by James Carmody

Seconded by Lisa Coutu

That the minutes of the regular meeting of Council held April 22, 2025, be approved as printed and circulated.

Carried

Presentations

1. Urban Chickens – Request to Amend By-law 174/2001 – Daniel Larente

Deputy Mayor Sabourin welcomed Daniel Larente. Mr. Larente proceeded to provide an overview of his presentation requesting that Council consider amending By-law 174/2001 and allowing the authorization for residential homes in the Town of Petawawa to house up to six (6) hens on a pilot initiative. Mr. Larente provided examples of other municipalities within the province that allow urban chickens, and he evaluated the benefits and challenges of allowing urban chickens for the Town of Petawawa. Mr. Larente proceeded to highlight the intent

of this proposed change is to responsibly integrate urban chickens into residential settings, supporting local food security, self-reliance, and sustainable living practices.

Council discussed the proposed amendment and sought clarification from Daniel on a few points within his presentation.

Mr. Larente presented Council with a petition consisting of sixty names of residents of the Town of Petawawa that are in support of the availability of urban chickens within residential areas in the Town.

Deputy Mayor Sabourin on behalf of the Council for the Town of Petawawa, thanked Mr. Larente for bringing forward his intent for a change to the by-law and policies around allowing urban chickens and stated that Council will direct staff to investigate his proposed amendments, and report back to Council at a future meeting.

By-laws

1. By-law 1750/25 – being a by-law to authorize the execution of a Letter of Agreement between the Town of Petawawa and His Majesty the King in right of the Province of Ontario, as represented by the Minister of Transportation, to receive funding under the Dedicated Gas Tax Funds for Public Transportation Program

Resolution #3

Moved by James Carmody

Seconded by Murray Rutz

That By-law 1750/25, being a by-law to authorize the execution of a Letter of Agreement between the Town of Petawawa and His Majesty the King in right of the Province of Ontario, as represented by the Minister of Transportation, to receive funding under the Dedicated Gas Tax Funds for the Public Transportation Program, be read a first and second time.

Carried

Resolution #4

Moved by Karen Donovan

Seconded by Lisa Coutu

That By-law 1750/25, be read a third and final time and passed.

Carried

2. By-law 1751/25 – being a by-law to authorize the execution of an Ontario Transfer Payment Agreement, to receive additional funding under the Fire

Protection Grant Program, with His Majesty the King in right of Ontario as represented by the Minister of Solicitor General

Resolution #5

Moved by Murray Rutz

Seconded by Lisa Coutu

That By-law 1751/25, being a by-law to authorize the execution of an Ontario Transfer Payment Agreement, to receive additional funding under the Fire Protection Grant Program, with His Majesty the King in right of Ontario as represented by the Minister of Solicitor General, be read a first and second time.

Carried

Resolution #6

Moved by Karen Donovan

Seconded by James Carmody

That By-law 1751/25, be read a third and final time and passed.

Carried

3. By-law 1752/25 – being a by-law to amend By-law 456/07 of the Corporation of the Town of Petawawa, as amended

Resolution #7

Moved by Lisa Coutu

Seconded by Karen Donovan

That By-law 1752/25, being a by-law to amend By-law 456/07 of the Corporation of the Town of Petawawa, as amended, be read a first and second time.

Carried

Resolution #8

Moved by Murray Rutz

Seconded by James Carmody

That By-law 1752/25, be read a third and final time and passed.

Carried

4. By-law 1753/25 – being a by-law to appoint Municipal Law Enforcement Officers for the Town of Petawawa

Resolution #9

Moved by Murray Rutz

Seconded by Lisa Coutu

That By-law 1753/25, being a by-law to appoint Municipal Law Enforcement Officers for the Town of Petawawa, be read a first and second time.

Carried

Resolution #10

Moved by James Carmody

Seconded by Karen Donovan

That By-law 1753/25, be read a third and final time and passed.

Carried

Correspondence

1. Warming Centre Final Report 2024/25

Deputy Mayor Sabourin took a moment to thank the Mesa Warming Centre Team and Councillor Karen Donovan for their excellent contributions to providing life-saving support to individuals experiencing homelessness and housing insecurities during the harsh winter months.

Councillor Donovan provided an overview of the final report for the Warming Centre.

Resolution #11

Moved by Karen Donovan

Seconded by Lisa Coutu

That the Warming Centre Final Report for 2024/25 and the Financial Report "Appendix A", be adopted as information.

Carried

Minutes

1. Council-In-Committee Meeting (April 28, 2025)

Resolution #12

Moved by Murray Rutz

Seconded by James Carmody

That the minutes of the Council-In-Committee meeting held on April 28, 2025, be accepted by Council, and that resolutions from that Committee become resolutions of Council.

Carried

2. Petawawa Accessibility Advisory Committee Meeting (January 23, 2025)

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

Resolution #13

Moved by Karen Donovan

Seconded by Lisa Coutu

That the minutes of the Petawawa Accessibility Advisory Committee meeting held on January 23, 2025, be adopted as information.

Carried

Staff Reports

1. PW-11-2025 – Award of Tender PW-02-2025, Petawawa Municipal Building Interior Renovations

Chris Mantha, Director of Public Works, and Ted Marcotte, Manager of Civic Properties, provided an overview of the report.

Resolution #14

Moved by James Carmody

Seconded by Karen Donovan

That Council approves the award of Tender PW-02-2025, Petawawa Municipal Building Interior Renovations, to the lowest bidder being Thomas Cavanagh Construction Ltd. in the amount of \$269,900.00 plus HST; and

That Council approves a 30% contingency allowance in the amount of \$80,970.00 on top of the tender award amount.

Carried

2. PW-12-2025 – Award of Tender PW-05-2025, Concrete Works

Chris Mantha provided an overview of the report.

Resolution #15

Moved by Lisa Coutu

Seconded by Murray Rutz

That Council approves the award of Tender PW-05-2025, Concrete Works, to the lowest bidder being Greenwood Paving (Pembroke) Ltd. in the amount of \$136,750.00 plus HST.

Carried

3. PW-13-2025 – Award of Tender PW-06-2025, Hot Mix Asphalt Patching

Chris Mantha provided an overview of the report.

Resolution #16

Moved by Karen Donovan

Seconded by James Carmody

That Council approves the award of Tender PW-06-2025, Hot Mix Asphalt Patching, to the lowest bidder being Bonnechere Excavating Inc. in the amount of \$100,155.50 plus HST.

Carried

4. PW-14-2025 – Award of Tender PW-07-2025, Hot Mix Asphalt Resurfacing

Chris Mantha provided an overview of the report.

Resolution #17

Moved by Lisa Coutu

Seconded by Murray Rutz

That Council approves the award of Tender PW-07-2025, Hot Mix Asphalt Resurfacing, to the lowest bidder being Bonnechere Excavating Inc. in the amount of \$234,309.45 plus HST.

Carried

Councillor Reports

Councillor James Carmody – nothing to report.

Councillor Lisa Coutu reported she chaired an Equity, Diversity and Inclusion (EDI) Advisory Committee meeting on April 23, 2025, and she participated in Petawawa Showcase working the Town booth and EDI booth between April 25 to 27, 2025. Councillor Coutu thanked staff for their assistance in working and setting up booths for Showcase. Councillor Coutu also reported that she attended the opening of the Petawawa Container Market on May 3, 2025, and she reminded those in attendance of National Red Dress Day, which is a walk scheduled on May 5th that remembers Murdered and Missing Indigenous Women and Girls. Councillor Coutu also reminded those in attendance of the upcoming Moose Hide campaign walk scheduled for May 15, 2025.

Councillor Karen Donovan reported she attended a Petawawa Accessibility Advisory Committee (PAAC) meeting on April 24, 2025, and she participated in Petawawa Showcase working the Town booth and PAAC booth between April 25 and 27, 2025.

Councillor Donovan also reported that she attended the final Pembroke and Area Warming Centre Committee meeting on April 28, 2025, and she attended the Ontario Small Urban Municipalities Conference in the Town of Collingwood from April 30 to May 2, 2025.

Councillor Murray Rutz reported he attended Petawawa Showcase on the weekend, and he spent time working at the Town's booth on April 25, 2025.

Deputy Mayor Theresa Sabourin reported she attended a Pride planning Ad-hoc Committee meeting early in the month of April, a Council Code of Conduct training session on April 8, 2025, a Leeuwarden delegation planning meeting, and she took in Beatlemania at Festival Hall on April 12, 2025. Deputy Mayor Sabourin also reported that she participated in various Leeuwarden events scheduled over the course of the delegation visit from April 14 to 16, 2025. Deputy Mayor Sabourin also reported that she attended a Petawawa OPP Detachment Board meeting and an Equity, Diversity and Inclusion Advisory Committee meeting on April 23, 2025, and she participated in Petawawa Showcase between April 25 to 27, 2025. Deputy Mayor Sabourin also attended the Ontario Small Urban Municipalities Conference from April 30 to May 2, 2025.

Closed Meeting

There was no closed meeting.

Confirming By-law

Resolution #18

Moved by Murray Rutz

Seconded by Karen Donovan

That By-law 1754/25 be read a first, second and third time and passed.

Carried

Adjournment

Resolution #19

Moved by Lisa Coutu

Seconded by James Carmody

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

Carried

The meeting adjourned at 7:28 p.m.

Signature of the Deputy Mayor (Original Signed)

Signature of the Clerk (Original Signed)