



## **Equity, Diversity and Inclusion Advisory Committee Minutes**

**March 26, 2025, at 6:00pm  
Town of Petawawa Municipal Office  
Council Chambers**

### **Present:**

Councillor Lisa Coutu, Chair  
Deputy Mayor, Theresa Sabourin  
Joshua Vardy  
Maryse Ahow  
Patrick Aird  
Ellen Wong  
Becky Conroy

### **Regrets:**

Natalie Chaumont, Vice-Chair

### **Also Present:**

Colin Howard, Director of Legislative Services/Clerk  
Kate Monohan, Local Immigration Partnership

#### **1. Call to Order**

Lisa Coutu, Chair for the Equity, Diversity and Inclusion Advisory Committee, called the meeting to order at 6:02 p.m.

#### **2. Land Acknowledgment**

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

#### **3. Adoption of Agenda (additions/deletions)**

Moved by Maryse Ahow seconded by Ellen Wong, that the agenda be approved as presented. Motion carried.

#### **4. Disclosure of Pecuniary Interest**

There were no disclosures of pecuniary interest.

#### **5. Adoption of Minutes**

##### **(a) January 29, 2025**

Moved by Theresa Sabourin and seconded by Patrick Aird, that the minutes previously circulated be adopted. Motion carried.

#### **6. Board Member Check-in**

Board members provided verbal updates.

#### **7. Introductions/Presentations/Correspondence**

##### **(a) Local Immigration Partnership (LIP) -Municipal Inclusion Charter and Welcome Package Collaboration – Kate Monohan**

Lisa Coutu welcomed and introduced Kate Monohan from Local Immigration Partnership (LIP) to the EDI Committee meeting. Kate thanked the Committee members for the opportunity to speak at tonight's meeting and collaborate on future partnership initiatives across the County. Kate outlined the municipal inclusion project with the hopes of promoting and integrating more immigration services offered in the County of Renfrew. Ms. Monohan proceeded to outline the goals of the project, which are mainly to establish a Charter and welcome packages that contain immigration services offered in the County and to help promote how and where immigrants can obtain the support they need to properly integrate into their new communities.

#### **8. Financial Report**

##### **(a) Detailed Budget Trial Balance to March 5, 2025 – provided by Town Treasurer**

Moved by Maryse Ahow and seconded by Ellen Wong, that the detailed trial balance to March 5, 2025, which was provided by the Town Treasurer, be approved as presented. Motion carried.

#### **9. New Business**

##### **(a) Work Plan Review**

The Work Plan was reviewed by the Committee members and suggested revisions were made for 2025. Formal adoption of the revised work plan will be scheduled at an upcoming meeting.

##### **(b) Updating Terms of Reference**

Lisa Coutu commented on the need to revise the current Terms of Reference to include new language around training requirements:

##### **Training**

Every EDI Advisory Committee member will be required to review and participate in training associated with these By-laws during the course of their term:

- By-law 1108/17 – Being a By-law to Establish an Accessibility Customer Service Policy.

- By-law 1258/19 – Being a By-law to adopt a Code of Conduct for Members of Council, Local Boards, and Committees of the Town of Petawawa.

Moved by Maryse Ahow and seconded by Joshua Vardy, that the Terms of Reference be accepted with the inclusion of the revised wording around training as presented above. Motion carried.

(c) Blanket Exercise – Collaboration opportunity with Petawawa Public Library

Maryse Ahow provided an update to the Committee on the collaboration opportunity with the Petawawa Public Library. Maryse reached out to Circle Turtle Lodge to inquiry about collaborating on a blanket exercise and exploring a joint initiative with the Library and the EDI Committee. Lisa Coutu will discuss this initiative with the incoming new Library CEO.

(d) Petawawa Showcase and Logo Launch

The Committee reviewed the lawn signs which were creating in conjunction with the new logo launch and support amongst the members to promote the lawns sign during the upcoming Petawawa Showcase event and notify any residents wanting to purchase a sign that they would be available at Town Hall at a cost of \$10.00. The Committee agreed to use the small EDI logo stickers for distribution at the EDI booth.

(e) Pride Spending Review and Planning

The Committee reviewed the Pride planning and proposed expenditures for the upcoming Pride Event in June. The Committee supported proceeding with Mr. Dimples and Making Faces as part of the already approved costing for the event.

An Ad-Hoc meeting will be scheduled for April to finalize the remainder of the planning for this year's event.

(f) Annual Report Review

Moved by Joshua Vardy and seconded by Maryse Ahow, that the Annual Report Review be accepted as amended. Motion carried.

(g) Petawawa Post EDI Committee Article Review

The Committee discussed the draft article for the Petawawa Post regarding the Town's Equity, Diversity and Inclusion Advisory Committee. The Committee supported Lisa Coutu to proceed with submitting the article to the Post.

(h) Men's Healing Circle Advertising, Administration, and Registration

Lisa Coutu provided an update on the Men's Healing Circle advertising and that an Algonquin College support person is being sought after to help with the administration and advertising. Lisa also informed the Committee that a non-disclosure agreement is being drafted.

(i) Commitment to Inclusion Agreement Program Set-up and Maintenance

Lisa Coutu provided an update on the Commitment to Inclusion Agreement Program. She informed the Committee that she will be attending an upcoming Petawawa Business Advisory Network meeting in April. The Committee discussed creating a list of businesses that support Inclusion and the agreement and the Committee could also look at providing training through our partners for businesses that wish to participate or need to have a program refresher.

## 10. Board Member Check-out

Board members provided verbal follow-ups.

**11. Date of Next Meeting**

(a) April 23, 2025

The date of the next meeting was confirmed by the EDI Committee as noted above.

**12. Adjournment**

Moved by Maryse Ahow and seconded by Joshua Vardy, that the meeting adjourns at 8:23 p.m. Motion carried.

Minutes recorded and respectfully completed for presentation by Colin Howard.

A handwritten signature in cursive script, appearing to read "Lisa Goutin".

Signature of the Chair

*May 28, 2025*

Date Minutes Approved