



**Town of Petawawa**  
**Council-In-Committee Meeting Minutes**  
**February 13, 2023 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:**

Daniel Scissons, CAO  
Colin Howard, Clerk  
Craig Proulx, Acting Fire Chief  
Mary McCaw, Director of Community Services  
Rudy Kadlec, myFM

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

**Land Acknowledgement**

The land acknowledgement was read.

**Disclosure of Pecuniary Interest**

There were no disclosures of pecuniary interest.

**Presentations**

There were no presentations.

## **Fire Department**

### 1. Activity Report – January 2023

Craig Proulx, Acting Fire Chief, provided an overview of the monthly report. Acting Chief Proulx reported on three fire alarm calls, one call for a fire in the forest, one motor vehicle call, one call for a fire hydrant being struck by a vehicle, two calls for structure fires, one oven fire call, one call for carbon monoxide alarm and one call for the smell of gas for the month of January. Acting Chief Proulx highlighted the monthly platoon training which focused on Incident Scene Management and review of new task force equipment. Acting Chief Proulx advised that specialty training for the Provincial Mandatory National Fire Protection Association Certification Program was held for those members requiring Firefighter Level 1 and 2 certification.

**Moved by Murray Rutz**

**Seconded by Adam Driscoll**

That the Fire Department activity report for January be accepted as information.

**Carried**

## **Community Services**

### 1. Activity Report – January 2023

Mary McCaw, Director of Community Services, provided an overview of the various services, programs and rental activities realized over the month of January. Ms. McCaw reported on a recent meeting held to discuss a proposed art installation at Centennial Park. Ms. McCaw also reported on grant applications submitted to Ontario's Highlands Tourism Organization for this year's Water and Dirt Festival and to Canadian Parks and Recreation Association for the hiring of a summer student for 2023. Ms. McCaw commented on the great public turnout for this year's Cabin Fever events.

**Moved by Theresa Sabourin**

**Seconded by James Carmody**

That the Community Services monthly report for January be accepted as information.

**Carried**

### 2. CS-01-2023 – Radtke Estates and Surrounding Trail Concept Plan

Mary McCaw presented the report. Ms. McCaw reported that WSP Canada Inc. had been preliminarily engaged to provide consulting services for the Radtke Estates and Surrounding Trail Concept Plan in September, 2022. Based upon their proposal, their significant knowledge of the community and the positive working relationship advanced on previous projects, the retention of WSP

Canada Inc. to create the plan would support the continued cohesive approach to parks and green space development in the municipality. A final report and presentation to Council is expected in five months.

**Moved by Theresa Sabourin**  
**Seconded by Karen Donovan**

That Council award WSP Canada Inc. the consulting services contract for the development of Radtke Estates at a cost of \$27,755.00 plus HST.

**Carried**

### **Finance and Management**

1. Accounts Payable – January 2023

Daniel Scissons, CAO, presented the report.

**Moved by Murray Rutz**  
**Seconded by Lisa Coutu**

That the general cheque #'s 38466 to 38669 in the amount of \$1,573,987.38 be passed by Council and paid by the Treasurer.

**Carried**

2. Proposed Change to Financial Arrangement and Cost Sharing of Festival Hall Management Costs with Eventure Entertainment – Festival Hall Committee

Daniel Scissons and Councillor Murray Rutz provided an overview of the correspondence received from the Festival Hall Committee. Mr. Scissons commented that the change in calculation methodology and cost sharing of Festival Hall management fees had been endorsed during 2023 budget deliberations.

**Moved by Murray Rutz**  
**Seconded by James Carmody**

That Council approve the proposed change to the financial arrangements and cost sharing of Festival Hall management costs with Eventure Entertainment.

**Carried**

3. ADMIN-02-2023 – Taxi Licence Applications 2023

Colin Howard, Clerk, provided an overview of the report.

**Moved by Lisa Coutu**  
**Seconded by Adam Driscoll**

That Council approves the taxi licence and vehicle licence applications in accordance with the current taxi by-law.

**Carried**

4. ADMIN-03-2023 – Animal Control/By-law Enforcement Activity Report – December 2022

Colin Howard provided an overview of the monthly report. Mr. Howard reported a number of verbal and written warnings were issued to residents for various violations such as excessive dog barking and dogs trespassing on private property. Mr. Howard reminded property owners that pushing snow across roadways when clearing driveways is not permitted.

**Moved by Murray Rutz**

**Seconded by Theresa Sabourin**

That Council receives the Animal Control/By-law Enforcement monthly activity report for December as information.

**Carried**

5. ADMIN-04-2023 – Animal Control/By-law Enforcement Activity Report – January 2023

Colin Howard provided an overview of the monthly report. Mr. Howard reported a number of verbal and written warnings were issued to residents for violations of dogs running at large. Mr. Howard congratulated property owners for having no false alarm calls recorded for the month of January.

**Moved by Lisa Coutu**

**Seconded by Karen Donovan**

That Council receives the Animal Control/By-law Enforcement monthly activity report for January as information.

**Carried**

**General Matters**

There was nothing to report.

**Closed Meeting**

There was no closed meeting.

**Adjournment**

**Moved by Lisa Coutu**

**Seconded by Theresa Sabourin**

That the meeting be adjourned.

**Carried**

The meeting adjourned at 7:16 p.m.

Signature of the Clerk (Original Signed)