



**Town of Petawawa**  
**Council-In-Committee Meeting Minutes**  
**February 10, 2025 at 6:30 p.m.**

**Present:**

Mayor Gary Serviss  
Deputy Mayor Theresa Sabourin  
Councillor James Carmody  
Councillor Lisa Coutu  
Councillor Adam Driscoll  
Councillor Murray Rutz

**Regrets:**

Councillor Karen Donovan

**Also Present:**

Scott Randolph, CAO  
Colin Howard, Director of Legislative Services/Clerk  
Craig Proulx, Acting Fire Chief  
Jamie Knott, Acting Deputy Chief  
Christine Leon, Director of Finance  
Guy Degagne, Emergency Management Group  
Angela Schutt, Welch LLP  
Lynn Davenport  
Peter Moss  
Bill Tabram

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

**Land Acknowledgement**

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

**Disclosure of Pecuniary Interest**

There were no disclosures of pecuniary interest.

## Presentations

1. 2024 Town of Petawawa Fire and Emergency Services Master Plan – Guy Degagne, Emergency Management Group

Acting Fire Chief Craig Proulx welcomed Guy Degagne, a consultant from the Emergency Management Group, who presented the draft Fire and Emergency Services Master Plan and the Community Risk Assessment for the Town of Petawawa.

Mr. Degagne summarized the community risk assessment, and he provided a brief explanation and weighted importance of each risk. Mr. Degagne provided an overview of the 71 recommendations, outlining the short-term and long-term recommendations and whether they were either operational or strategic in their focus.

Council engaged in discussion, asking questions about the draft findings, projections and recommendations.

Mayor Serviss thanked Mr. Degagne for his presentation. The draft master plan was received as information, with Council to consider its approval through a future staff report.

2. 2023 Audited Financial Statements – Angela Schutt, Welch LLP

Mayor Serviss welcomed Angela Schutt from Welch LLP. Ms. Schutt presented the 2023 audited financial statements for the Town of Petawawa.

Mayor Serviss thanked Ms. Schutt for her presentation. A resolution to accept the 2023 consolidated financial statements will take place in the upcoming staff report FIN-01-2025.

## Finance

1. FIN-01-2025 – 2023 Financial Statements and Disposition Report

Christine Leon, Director of Finance, provided an overview of the report.

**Moved by Lisa Coutu**

**Seconded by James Carmody**

That Council approve the Town of Petawawa's 2023 Financial Statements, and

That the surplus and deficit of each Fund be approved as follows:

- The Water Fund surplus of \$172,757.94 be transferred to the Water Lifecycle Reserve,
- The Wastewater Fund deficit of \$901,669.95 be funded by a transfer from the Wastewater Lifecycle Reserve, and
- The Operating Fund surplus of \$142,744.72 be transferred to the Special Projects Reserve.

**Carried**

2. FIN-02-2025 – Response to Welch LLP Management Letter

Christine Leon provided an overview of the report.

Received as information.

3. FIN-03-2025 – January 2025 Expenditure List

Christine Leon provided an overview of the report.

**Moved by Theresa Sabourin**

**Seconded by Murray Rutz**

That cheque numbers 4489 to 4748 totaling \$3,164,129.84 be approved by Council.

**Carried**

4. FIN-04-2025 – 2025 Interim Taxes

Christine Leon provided an overview of the report.

**Moved by Lisa Coutu**

**Seconded by Adam Driscoll**

That a by-law be brought forward at a future meeting of Council to approve the Interim Taxes payable for the 2025 fiscal year.

**Carried**

**General Matters**

There was nothing to report.

**Closed Meeting**

There was no closed meeting.

**Adjournment**

**Moved by Adam Driscoll**

**Seconded by Murray Rutz**

That the meeting be adjourned.

**Carried**

The meeting adjourned at 9:01 p.m.

Signature of the Clerk (Original Signed)