



Town of Petawawa
Council-In-Committee Meeting Minutes
May 13, 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
Mary McCaw, Director of Community Services
Craig Proulx, Acting Fire Chief
Christine Leon, Director of Finance
Colton Kyle
Lynn Davenport
Emma Butler, myFM

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.

Mayor Serviss took a moment to acknowledge Sexual Assault Awareness Month. Mayor Serviss remarked that for the month of May, the Town of Petawawa will once again support survivors of sexual assault and show solidarity by raising the “We Stand with Survivors” banner at the Petawawa Civic Centre. Mayor Serviss commented that it is often difficult for survivors to come forward, and this campaign aims to let survivors know that we hear them, we believe them, and we care.

Disclosure of Pecuniary Interest

There were no disclosures of pecuniary interest.

Presentations

There were no presentations.

Community Services

1. Monthly Activity Report – April 2024

Mary McCaw, Director of Community Services provided an overview of the various services, programs and rental activities realized over the month of April. Ms. McCaw reported that Community Services department hosted the Safe Arena Refrigeration Plant Owner/Operator Course on April 12, 2024, and an Alcohol and Gaming Commission of Ontario training session on April 18, 2024. Ms. McCaw also reported on new staff hires within the Community Services department and congratulated Colin Coyle and the Water and Dirt Festival on their recent myFM Event of the Year Spirit Award.

Moved by Adam Driscoll

Seconded by Murray Rutz

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

Carried

Fire Department

1. Monthly Activity Report – April 2024

Craig Proulx, Acting Fire Chief, provided an overview of the monthly report, referencing incident responses, fire prevention activities, residential smoke alarm and open-air permits, and platoon training focusing on scenario-based wildland fire training, as well as specialty training in simulated live fire response and technique. Acting Fire Chief Proulx provided an update on recent vehicle and equipment maintenance that occurred during the month of April. Acting Fire Chief Proulx reported he attended a Senior Management meeting and Fire Master Plan and Risk Assessment meeting on April 5, 2024, and Acting Deputy Fire Chief Knott took part in a firefighter recruitment meeting with the HR Coordinator on April 29, 2024.

Moved by Murray Rutz

Seconded by Adam Driscoll

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

Carried

Finance and Management

1. FIN-07-2024 – Electronic Funds Transfer Resolution and Policy

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

Moved by Theresa Sabourin

Seconded by James Carmody

That the resolution attached to this report – TD Online Banking Resolution, be approved, and

That the proposed by-law attached to this report be approved as presented at the next meeting of Council.

Carried

2. FIN-08-2024 – Debt Management Policy

Christine Leon provided an overview of the report. Ms. Leon reported that staff reviewed seven municipalities across Ontario to compile and prepare the Town's proposed Debt Management Policy and she highlighted the key policy items regarding annual repayment limit, usage thresholds, non-tax supported activities and inter-fund borrowing.

Moved by Murray Rutz

Seconded by Karen Donovan

That the proposed by-law attached to this report be approved as presented at the next meeting of Council.

Carried

3. FIN-09-2024 – Mobile Device Contracts

Christine Leon provided an overview of the report.

Moved by Adam Driscoll

Seconded by Lisa Coutu

That staff be authorized to enter into contracts with Bell Canada and Rogers Communications on behalf of the Town of Petawawa for mobile devices.

Carried

Legislative Services

1. Monthly Activity Report – March 2024

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

Moved by Lisa Coutu

Seconded by James Carmody

That Council receives the Legislative Services monthly report for March as information.

Carried

2. Monthly Activity Report – April 2024

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

Moved by Theresa Sabourin

Seconded by Lisa Coutu

That Council receives the Legislative Services monthly report for April as information.

Carried

General Matters

1. Petawawa Postal Code Change Report – Mayor Gary Serviss

Mayor Serviss presented an overview of the Petawawa Postal Code Change Report and highlighted the history of the first Petawawa Village Post Office and the various Post Masters that held their positions over the course the operation of the post office. Mayor Serviss reported on recent discussions that have occurred between the Town and Canada Post to proceed with a postal code change for the homes and business within the Town of Petawawa that have a postal code starting with K8A area and a Pembroke address. Mayor Serviss commented on the process to implement this postal code change and what the effects would be to the residents and businesses in the K8A area. Mayor Serviss stated that this change will bring about a postal code change in the affected area and a change from Pembroke address to a Petawawa address for all properties in the affected area.

Council discussed the importance of providing notification of the proposed postal code change to the affected residents and business owners in the K8A area and that a consultation process should be made available to the residents and businesses.

Following the discussion, Council provided direction to staff to notify and consult all area residents and businesses affected by the postal code change and advice Canada Post of the feedback received.

Closed Meeting

Moved by Lisa Coutu

Seconded by Karen Donovan

That the meeting be closed pursuant to Section 239 (2) (k) of the *Municipal Act, 2001, S.O. 2001, c.25*, to discuss a position, plan, procedure, criteria, or instruction to be applied

to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

Carried

Council went into closed session at 8:04 p.m.

Council reconvened to open session at 8:50 p.m.

Business Arising From Closed Session

A closed meeting was held. Council discussed the operations of the Silver Threads Seniors Activity Centre and an upcoming financial expenditure required to the buildings heating system.

Council voted on the following resolution in open session:

Moved by Theresa Sabourin

Seconded by Karen Donovan

That Council approves the Town to dedicate up to \$38,000.00 from the Special Projects Reserve to share in the cost of the furnace replacement at the Silver Threads Seniors Activity Centre as part of its agreement to take over management of the facility and programs.

Carried

Adjournment

Moved by Lisa Coutu

Seconded by James Carmody

That the meeting be adjourned.

Carried

The meeting adjourned at 8:52 p.m.

Signature of the Clerk (Original Signed)