



Town of Petawawa
Council-In-Committee Meeting Minutes
January 15, 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
Craig Proulx, Acting Fire Chief
Mary McCaw, Director of Community Services
Christine Leon, Director of Finance/Treasurer
Peter Moss

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. Monthly Report – December 2023

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, platoon training focusing on workplace hazardous materials, accessibility training and health and safety awareness training. Acting Fire Chief Proulx reported he attended the Fire Master Plan (FMP) and Community Risk Assessment (CRA) kick-off meeting with Emergency Management Group Inc. (EMG) on December 6, 2023.

Moved by Murray Rutz

Seconded by James Carmody

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

Carried

Community Services

1. **Monthly Report – December 2023**

Mary McCaw, Director of Community Services, provided an overview of the various services, programs and rental activities realized over the month of December. Ms. McCaw reported she attended the Parks and Recreation Master Plan kick-off meeting with Thinc Design Consulting Services on December 5, 2023.

Moved by Lisa Coutu

Seconded by Theresa Sabourin

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

Carried

Finance and Management

1. **FIN-01-2024 – Asset Retirement Obligations**

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

Moved by Murray Rutz

Seconded by Karen Donovan

That the draft Asset Retirement Obligation Policy be approved as presented; and
That staff be authorized to establish a new Asset Retirement Obligation Reserve Fund if/as required.

Carried

2. **Animal Control/By-law Enforcement Monthly Report – December 2023**

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

Moved by Adam Driscoll

Seconded by Lisa Coutu

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

Carried

General Matters

There was nothing to report.

Closed Meeting

Moved by James Carmody

Seconded by Adam Driscoll

That the meeting be closed pursuant to Section 239 (2) (b) of the *Municipal Act, 2001, S.O. 2001, c.25*, to discuss personal matters about an identifiable individual, including municipal or local board employees, to review an application for appointment to the Petawawa Accessibility Advisory Committee.

Carried

Council went into closed session at 7:11 p.m.

Council reconvened to open session at 7:17 p.m.

Business Arising From Closed Session

A closed meeting was held. Council considered the qualifications of an applicant for appointment to the Petawawa Accessibility Advisory Committee.

Council voted on the following resolution in open session:

Moved by Murray Rutz

Seconded by Karen Donovan

That Danielle LeBlanc be appointed to the Petawawa Accessibility Advisory Committee for the remaining term concurrent with Council.

Carried

Adjournment

Moved by Adam Driscoll

Seconded by Lisa Coutu

That the meeting be adjourned.

Carried

The meeting adjourned at 7:18 p.m.

Signature of the Clerk (Original Signed)