



Town of Petawawa
Council-In-Committee Meeting Minutes
October 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 Murray Rutz

Regrets:

Councillor Adam Driscoll

Also Present:

Scott Randolph, CAO
Colin Howard, Director of Legislative Services/Clerk
Colin Coyle, Manager of Recreation and Tourism
Craig Proulx, Acting Fire Chief
Henry Coutu
William Coutu
Colton Kyle

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

Mayor Serviss took a moment to acknowledge two young students, Nate and Jack Behnke, as they have expressed an interest in municipal government, and they will be live streaming our committee meeting this evening.

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

There were no presentations.

Community Services

1. Monthly Report – September 2024

Colin Coyle, Manager of Recreation and Tourism, provided an overview of the various services, programs and rental activities realized over the month of September. Mr. Coyle reported he was pleased to have participated in the World Trails Conference held in Ottawa on September 3, 2024. Mr. Coyle highlighted upcoming events such as the Farm to Trail and Pints and Gourds, both of which are currently over 60% sold-out and he commented on the success of the new Coffeehouse Series event which started on September 27, 2024.

Moved by Murray Rutz

Seconded by Karen Donovan

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

Carried

Fire Department

1. Monthly Report – September 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 structure fire scenarios and skill development. Acting Chief Proulx also commented on a recent security round table meeting hosted by MP Cheryl Gallant, that he attended along with the Councillor Driscoll in Cobden on September 5, 2024, and he highlighted the success of the first annual Emergency and Protective Services United Event held at the Petawawa Civic Centre on September 7, 2024.

Moved by James Carmody

Seconded by Theresa Sabourin

That the Fire Department monthly report for September be accepted as information.

Carried

2. FD-05-2024 – Proposed Amendments to By-law 1309/19, being a by-law to adopt an Emergency Management Program and Emergency Response Plan and to meet other requirements under the Emergency Management and Civil Protection Act

Craig Proulx provided an overview of the report.

Moved by Murray Rutz
Seconded by Lisa Coutu

That Council amends Sections 6, 7, and 8 of By-law 1309/19, being a by-law to adopt an Emergency Management Program and Emergency Response Plan and to meet other requirements under the Emergency Management and Civil Protection Act, as follows:

6. The **Fire Chief** is hereby appointed as the primary community emergency management coordinator (the “CEMC”) responsible for the emergency management program for the Town including maintenance of the Plan, training, exercises, public education and such other duties and responsibilities as outlined in the *Act* and *Reg*.
7. The **Director of Legislative Services/Clerk** is hereby appointed as alternate CEMC to act in place of the primary CEMC in their absence.
8. The person from time to time holding the following positions in the municipality, or their designates, shall be members of the Emergency Management Program Committee:
 - a. **Fire Chief/CEMC;**
 - b. **Director of Legislative Services/Clerk/Alternate CEMC;**
 - c. **Deputy Fire Chief;**
 - d. **A Firefighter**, appointed by the Fire Chief; and
 - e. **A member of Council**, appointed by resolution of Council.

Carried

Economic Development

1. ED-13-2024 – Community Improvement Plan for 3067, Unit 2, Petawawa Boulevard

Scott Randolph, CAO, provided an overview of the report, on behalf of the Manager of Economic Development.

Moved by Theresa Sabourin
Seconded by James Carmody

That Council, under the Community Improvement Plan adopted by By-law 1441/21, enter into the necessary funding agreement with the owner/applicant at 3067, Unit 2, Petawawa Boulevard, for the following CIP financial incentive program:

- Up to \$5,000.00 under the Building Façade and Improvement Grant

Carried

Legislative Services

1. **Monthly Report – September 2024**

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

**Moved by Lisa Coutu
Seconded by Karen Donovan**

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

Carried

General Matters

There was nothing to report.

Closed Meeting

There were no items for Closed.

Adjournment

**Moved by Karen Donovan
Seconded by Murray Rutz**

That the meeting be adjourned.

Carried

The meeting adjourned at 7:04 p.m.

Signature of the Clerk (Original Signed)