



Town of Petawawa
Council-In-Committee Meeting Minutes
December 9, 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
Colin Coyle, Manager of Recreation and Tourism
Christine Mitchell, Manager of Economic Development
Chris Mantha, Director of Public Works
Melanie Scheer, Director of Planning and Development
Christine Leon, Director of Finance/Treasurer
Joe Mick, Recreation Programmer
Judy DeGeer
Colton Kyle

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

There were no presentations.

Fire Department

1. **Monthly Report – November 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, platoon training focusing on introduction to effective command and firefighter survival, and specialty training that focused on winter pump operations. Acting Fire Chief Proulx commented on recent Community Emergency Management Coordinator training he and the Director of Legislative Services, Colin Howard received on November 6 and 7, 2024 in Cornwall, Ontario. Acting Fire Chief Proulx also reported that the Fire Marshal's Public Fire Safety Council (FMPFSC) Certification grant application has been successfully submitted on November 28, 2024.

Moved by Murray Rutz

Seconded by Adam Driscoll

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

Carried

Recreation and Culture Programming

1. **Monthly Report – November 2024**

Colin Coyle, Manager of Recreation and Tourism, provided an overview of the various services, programs and rental activities realized over the month of November. Mr. Coyle reported on recent staff achievements, and he congratulated Joe Mick on receiving the Rural Recreation Association Award. Mr. Coyle commented on the success of two recent events, the 50th Celebration of the Petawawa Civic Centre and Coffeehouse, and he hopes these events will continue to grow.

Moved by Theresa Sabourin

Seconded by James Carmody

That the Recreation and Culture Programming monthly report for November be accepted as information.

Carried

2. **RCP-12-2024 – Municipal Accommodation Tax (MAT)**

Colin Coyle provided an overview of the report.

Moved by Murray Rutz

Seconded by Adam Driscoll

That Council approves the implementation of the Municipal Accommodation Tax in conjunction with all attached documents: Policy (*Municipal Accommodation Tax Budget Principles*), By-Law (*Municipal Accommodation Tax By-law*) and the Agreement with the Ottawa Valley Tourist Association.

Carried

Economic Development

1. **Monthly Report – October 2024**

Christine Mitchell, Manager of Economic Development, provided an overview of the monthly report. Ms. Mitchell highlighted recent business development activities, partner engagements, programs, projects, and events realized over the month of October. Ms. Mitchell reported on the Labour Market Municipal Group meeting she attended on October 10, 2024, and the huge success of the Petawawa Ramble which saw participation and attendance numbers increase over last year. Ms. Mitchell also reported on her attendance at this year's Algonquin College Fall Business Conference held on October 24, 2024.

Moved by Adam Driscoll

Seconded by Karen Donovan

That the Economic Development monthly report for October be accepted as information.

Carried

2. **Monthly Report – November 2024**

Christine Mitchell provided an overview of the monthly report. Ms. Mitchell highlighted recent business development activities, partner engagements, programs, projects, and events realized over the month of November. Ms. Mitchell reported on the communication and marketing initiative with the Veteran Business Expo and Commercial Business Banner program, and she commented on the posting of the contract Business Retention and Expansion Coordinator job posting in Economic Development that was prepared and advertised on November 18, 2024. Ms. Mitchell also commented on her participation in Cultural Awareness training on November 27, 2024.

Moved by Theresa Sabourin

Seconded by Lisa Coutu

That the Economic Development monthly report for November be accepted as information.

Carried

Public Works

1. Monthly Report – November 2024

Chris Mantha, Director of Public Works, provided an overview of the monthly report. Mr. Mantha reported on the status of the Public Works Office expansion, which remains on track for completion in early 2025, and the activation of the Wolfe Avenue pedestrian crossover, Portage Road, and Murphy Road construction project urbanization completion.

Moved by Murray Rutz

Seconded by Adam Driscoll

That the Public Works monthly report for November be accepted as information.

Carried

Planning and Development

1. Monthly Report – December 2024

Melanie Scheer, Director of Planning and Development, provided an overview of the monthly report. Ms. Scheer highlighted the active subdivisions, Zoning By-law amendments, site plan reviews, and building permits for the previous month. Ms. Scheer commented on recent legislative changes that have come into effect in the Ontario Regulation 461/24, Surety Bonds, the Ontario Regulation 462/24, amendments regarding Additional Residential Units, and the Ontario Land Tribunal and its electronic appeals filing process.

Moved by Lisa Coutu

Seconded by James Carmody

That the Planning and Development monthly report for December be accepted as information.

Carried

2. PL-34-2024 – 2024 Provincial Planning Statement: Changes and Implications

Melanie Scheer provided an overview of the report.

This report has been provided for information purposes only.

3. PL-35-2024 – Subdivision Agreement – Radtke Estates Phase 2, Subdivision File 47-T-17001, Part of Lots 19 and 20, Concession 6, Murphy/Doran Road

Melanie Scheer provided an overview of the report.

This report has been provided for information purposes only.

Finance and Management

1. FIN-21-2024 – 2025 Staff Salary Grid and Compensation Rates

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

Council discussion occurred on certain salary grid positions proposed on the draft 2025 Salary Grid and Compensation Rates report with amendments to be made with respect to the GIS Technician and Fire Chief positions.

Moved by Lisa Coutu

Seconded by James Carmody

That a by-law be brought forward at a future meeting of Council to approve the Salary Grid for all Town of Petawawa employees for 2025, as amended.

Carried

2. FIN-22-2024 – 2025 Council Remuneration and Fire Compensation

Christine Leon provided an overview of the report.

Moved by Karen Donovan

Seconded by Adam Driscoll

That a by-law be brought forward at a future meeting of Council to approve Remuneration and Expenses for Members of Council, Persons Appointed to Local Boards and Committees and Members of Staff when on municipal business; and

That a by-law be brought forward at a future meeting of Council to approve the compensation rates for members of the Town of Petawawa Volunteer Fire Department.

Carried

3. CAO-05-2024 – Community Sport and Recreation Infrastructure Fund – Stream 2: New Builds

Scott Randolph, CAO, provided an overview of the report.

Moved by Lisa Coutu

Seconded by Adam Driscoll

That Council direct staff to submit an application to the Community Sport and Recreation Infrastructure Fund (CSRIF) for \$425,398.00 and set aside \$425,399.00 in matching funds for the 2025 financial year if it is approved.

A recorded vote was requested by Councillor James Carmody.

Name	For	Against
Gary Serviss	X	
Theresa Sabourin		X
James Carmody		X
Lisa Coutu	X	
Karen Donovan		X
Adam Driscoll	X	
Murray Rutz	X	

Carried 4 to 3

Legislative Services

1. **Monthly Report – November 2024**

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

Moved by Murray Rutz

Seconded by Theresa Sabourin

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

Carried

General Matters

There was nothing to report.

Closed Meeting

There was no closed meeting.

Adjournment

Moved by Lisa Coutu

Seconded by Karen Donovan

That the meeting be adjourned.

Carried

The meeting adjourned at 8:53 p.m.

Signature of the Clerk (Original Signed)