



**Town of Petawawa**  
**Council-In-Committee Meeting Minutes**  
**November 12, 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  
Christine Leon, Director of Finance  
Melanie Scheer, Director of Planning and Development  
Peter Moss  
Henry Coutu

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.

## **Recreation and Culture**

### 1. **Monthly Report – October 2024**

Colin Coyle, Manager of Recreation and Tourism, provided an overview of the various services, programs and rental activities realized over the month of October. Mr. Coyle reported on recent staff training that focused on email marketing essentials, adaptive marketing, and social media training. Mr. Coyle also reported on the success of the recent Farm to Trail event and the upcoming 50<sup>th</sup> Celebration of the Petawawa Civic Centre on November 16, 2024.

**Moved by Murray Rutz**

**Seconded by Karen Donovan**

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

**Carried**

## **Fire Department**

### 1. **Monthly Report – October 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 rapid intervention training, and specialty training that focused on introduction to effective command. Acting Fire Chief Proulx reported that the Community Emergency Preparedness Grant (CEPG) application was submitted by the deadline of October 31, 2024, and that the Request for Quotation was issued for the supply and delivery of twelve intrinsically safe portable radios and associated accessories for the Petawawa Fire Department.

**Moved by Theresa Sabourin**

**Seconded by Lisa Coutu**

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

**Carried**

## **Finance**

### 1. **FIN-18-2024 – Reserves & Reserve Funds**

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

**Moved by James Carmody**

**Seconded by Murray Rutz**

That Council approves the transfers to and from the Town's Reserves and Reserve Funds as presented in Sections 1.2 and 1.3 of this report.

**Carried**

2. FIN-19-2024 – Water, Wastewater, and Development Charges

Christine Leon provided an overview of the report.

**Moved by Karen Donovan**

**Seconded by Lisa Coutu**

That Council approves the transfers to and from the Town's Reserves and Reserve Funds as presented in Sections 1 and 2 of this report (actuals).

**Carried**

**Planning and Development**

1. PL-31-2024 – Extension of Draft Approval, Radtke Estates Phase 2

Melanie Scheer, Director of Planning and Development, provided an overview of the report.

**Moved by Theresa Sabourin**

**Seconded by Murray Rutz**

That Council supports the extension of draft approval for the Radtke Estates Subdivision Phase 2.

**Carried**

**Legislative Services**

1. Monthly Report – October 2024

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

**Moved by Lisa Coutu**

**Seconded by Theresa Sabourin**

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

**Carried**

2. LEG-13-2024 – Procedural By-law Amendments

Colin Howard provided an overview of the report.

**Moved by Murray Rutz**

**Seconded by Karen Donovan**

That Council endorses the attached amended Procedural By-law, and that a by-law be presented at the next Council meeting for formal adoption of the revised Procedural By-law.

**Carried**

**General Matters**

There was nothing to report.

**Closed Meeting**

There were no items for Closed.

**Adjournment**

**Moved by Lisa Coutu**

**Seconded by James Carmody**

That the meeting be adjourned.

**Carried**

The meeting adjourned at 7:35 p.m.

Signature of the Clerk (Original Signed)