



**Town of Petawawa**  
**Council-In-Committee Meeting Minutes**  
**February 12, 2024 at 6:30 p.m.**

**Present:**

Mayor Gary Serviss  
Deputy Mayor Theresa Sabourin  
Councillor James Carmody  
Councillor Lisa Coutu  
Councillor Murray Rutz

**Regrets:**

Councillor Karen Donovan  
Councillor Adam Driscoll

**Also Present:**

Scott Randolph, CAO  
Colin Howard, Director of Legislative Services/Clerk  
Craig Proulx, Acting Fire Chief  
Mary McCaw, Director of Community Services  
Colton Kyle  
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 – January 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 water rescue awareness, and specialty training focusing on the continued completion of the Ontario Mandatory NFPA 1001 Firefighter Certifications. Acting Fire Chief Proulx reported he met with the Emergency Management Group regarding an update on the progress of the Fire Master Plan.

**Moved by Lisa Coutu**

**Seconded by James Carmody**

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

**Carried**

### **Community Services**

1. **Monthly Report – January 2024**

Mary McCaw, Director of Community Services, provided an overview of the various services, programs and rental activities realized over the month of January. Ms. McCaw reported she attended a Parks and Recreation Master Plan information meeting with Thinc Design Consulting Services on January 10, 2024, multiple Silver Threads Seniors Club meetings in January to discuss the operations of the Club and a Water and Dirt Festival meeting on January 12, 2024, to discuss a new event for the festival.

**Moved by Theresa Sabourin**

**Seconded by Murray Rutz**

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

**Carried**

### **Legislative Services**

1. **Monthly Report – January 2024**

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

**Moved by Lisa Coutu**

**Seconded by Murray Rutz**

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

**Carried**

2. LEG-02-2024 – Request for By-law Amendment, Community Flag Program

Colin Howard provided an overview of the report.

**Moved by Theresa Sabourin**

**Seconded by Murray Rutz**

That Council approves the Petawawa Accessibility Advisory Committee's request to include the following dates to the Community Flag Program, Corporation of the Town of Petawawa under By-law 1604/23:

- the last week of May – National Accessibility Week
- the first two weeks of December – International Day of Persons with Disabilities.

**Carried**

**General Matters**

There was nothing to report.

**Closed Meeting**

There was no closed meeting.

**Adjournment**

**Moved by Lisa Coutu**

**Seconded by James Carmody**

That the meeting be adjourned.

**Carried**

The meeting adjourned at 6:50 p.m.

Signature of the Clerk (Original Signed)