



**Town of Petawawa**  
**Council-In-Committee Meeting Minutes**  
**November 28, 2022 at 6:30 p.m.**

**Present:**

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

**Regrets:**

Councillor Karen Donovan

**Also Present:**

Daniel Scissons, CAO  
Colin Howard, Clerk  
Mark Reinert, Parks & Recreation Facilities Supervisor  
Karen Cronier, Director of Planning and Development  
Chris Mantha, Manager of Public Works  
Annette Mantifel, Treasurer

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. Activity Report –October 2022

Daniel Scissons, CAO, provided an overview of the monthly report on behalf of Acting Fire Chief Craig Proulx. Mr. Scissons referenced the incident responses, fire prevention activities and training for the month of October. Mr. Scissons also reported that issuance of open air burning permits has concluded for 2022.

**Moved by Murray Rutz**

**Seconded by Theresa Sabourin**

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

**Carried**

2. Fire Protection Budget Report

Received for information.

3. 2023 Fire Protection Draft Budget

Annette Mantifel, Treasurer, provided an overview of the draft 2023 budget for the Fire Department.

**Moved by Adam Driscoll**

**Seconded by Lisa Coutu**

That the draft 2023 Fire Protection budget be received for information and brought forward for further discussion at the 2023 Budget Workshop.

**Carried**

**Community Services**

1. Activity Report – October 2022

Mark Reinert, Parks & Recreation Facilities Supervisor, provided an overview of the monthly report. Mr. Reinert reported on the various services, programs and rental activities realized over the month, including the crossover of summer and winter operations. Mr. Reinert also reported on the upcoming Santa Claus Parade and Christmas Tree Lighting Ceremony scheduled for December 3, 2022 and the Christmas Craft Show taking place on December 4, 2022.

**Moved by James Carmody**

**Seconded by Lisa Coutu**

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

**Carried**

2. Community Services Budget Report

Received for information.

3. 2023 Community Services Draft Budget

Mark Reinert provided an overview of the draft 2023 budget for Community Services.

**Moved by Murray Rutz**

**Seconded by Theresa Sabourin**

That the draft 2023 Community Services budget be received for information and brought forward for further discussion at the 2023 Budget Workshop.

**Carried**

**Planning and Development**

1. Activity Report – October 2022

Karen Cronier, Director of Planning and Development, provided an overview of the report. Ms. Cronier highlighted the active subdivisions, Zoning By-law amendments, and developments in pre-consultation. Ms. Cronier reported on the successful Basic Emergency Management training completed by Clerk Colin Howard and Acting Fire Chief Proulx.

**Moved by Adam Driscoll**

**Seconded by James Carmody**

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

**Carried**

2. Building Activity Report – October 2022

Karen Cronier presented the monthly report.

**Moved by Murray Rutz**

**Seconded by Adam Driscoll**

That the Building activity report for October be accepted as information.

**Carried**

3. PL-32-2022 – Bill 13 and Bill 109 *Planning Act* Changes, Official Plan Amendment #19

Karen Cronier provided an overview of the Town-initiated Official Plan Amendment that will update certain policies in response to provincial planning direction and legislative changes. Ms. Cronier reviewed new requirements for site plans and complete applications, including municipal authority to mandate pre-consultation reviews. The amendment will also address municipal ability to delegate approval of certain planning by-laws. A public meeting has been scheduled for December 19, 2022.

Received for information.

4. Budget Reports (Planning, Building, and Economic Development)

Received for information.

5. 2023 Planning Draft Budget

Karen Cronier provided an overview of the draft 2023 budget for Planning.

**Moved by Adam Driscoll**

**Seconded by Lisa Coutu**

That the draft 2023 Planning budget be received for information and brought forward for further discussion at the 2023 Budget Workshop.

**Carried**

6. 2023 Building Draft Budget

Karen Cronier provided an overview of the draft 2023 budget for Building.

**Moved by Theresa Sabourin**

**Seconded by Murray Rutz**

That the draft 2023 Building budget be received for information and brought forward for further discussion at the 2023 Budget Workshop.

**Carried**

7. 2023 Economic Development Draft Budget

Karen Cronier provided an overview of the draft 2023 budget for Economic Development.

**Moved by James Carmody**

**Seconded by Theresa Sabourin**

That the draft 2023 Economic Development budget be received for information and brought forward for further discussion at the 2023 Budget Workshop.

**Carried**

**Public Works**

1. Monthly Report – October 2022

Chris Mantha, Manager of Public Works, provided an overview of the monthly report. Mr. Mantha reported on the completion of in-house road rehabilitation projects on Pitzner Road, Eichstaedt Road, Gutzman Road and Steffen Street. Mr. Mantha also reported on the replacement of road signage deemed deficient in condition surveying and retro-reflectivity testing.

**Moved by Murray Rutz**

**Seconded by Lisa Coutu**

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

**Carried**

2. Public Works Budget Report

Received for information.

3. Sewage System Budget Report

Received for Information.

4. Waterworks Budget Report

Received for information.

5. 2023 Public Works Draft Budget

Chris Mantha provided an overview of the draft 2023 budget for Public Works.

**Moved by Murray Rutz**

**Seconded by Theresa Sabourin**

That the draft 2023 Public Works budget be received for information and brought forward for further discussion at the 2023 Budget Workshop.

**Carried**

6. 2023 Sewage System Draft Budget

Chris Mantha provided an overview of the draft 2023 budget for sewage systems.

**Moved by Lisa Coutu**

**Seconded by James Carmody**

That the draft 2023 Sewage System budget be received for information and brought forward for further discussion at the 2023 Budget Workshop.

**Carried**

7. 2023 Waterworks Draft Budget

Chris Mantha provided an overview of the draft 2023 budget for waterworks.

**Moved by James Carmody**

**Seconded by Adam Driscoll**

That the draft 2023 Waterworks budget be received for information and brought forward for further discussion at the 2023 Budget Workshop.

**Carried**

**Finance and Management**

1. Accounts Payable – October 2023

Annette Mantifel, Treasurer, presented the report.

**Moved by Murray Rutz**

**Seconded by Adam Driscoll**

That the general cheque #'s 37798 to 38001 in the amount of \$2,596,481.71 be passed by Council and paid by the Treasurer.

**Carried**

2. ADMIN-25-2022 – Taxi Licence Applications 2022

Colin Howard, Clerk, presented the report.

**Moved by Lisa Coutu**

**Seconded by Adam Driscoll**

That Council approves the taxi licence applications in accordance with the current taxi by-law.

**Carried**

3. ADMIN-26-2022 – Post-Election Accessibility Report

Colin Howard presented the report.

**Moved by Theresa Sabourin**

**Seconded by James Carmody**

That Council accepts the Post-Election Accessibility Report for information.

**Carried**

4. Budget Reports (Administration, Animal Control/By-law Enforcement, and Council)

Received for information.

5. 2023 Administration Draft Budget

Annette Mantifel provided an overview of the draft 2023 budget for Administration.

**Moved by Lisa Coutu**

**Seconded by Murray Rutz**

That the draft 2023 Administration budget be received for information and brought forward for further discussion at the 2023 Budget Workshop.

**Carried**

6. 2023 Animal Control/By-law Enforcement Draft Budget

Annette Mantifel provided an overview of the draft 2023 budget for Animal Control/By-law Enforcement.

**Moved by Adam Driscoll**

**Seconded by Lisa Coutu**

That the draft 2023 Animal Control/By-law Enforcement budget be received for information and brought forward for further discussion at the 2023 Budget Workshop.

**Carried**

7. 2023 Council Draft Budget

Annette Mantifel provided an overview of the draft 2023 budget for Council.

**Moved by Adam Driscoll**

**Seconded by James Carmody**

That the draft 2023 Council budget be received for information and brought forward for further discussion at the 2023 Budget Workshop.

**Carried**

**General Matters**

There was nothing to report.

**Closed Meeting**

There was no closed meeting.

**Adjournment**

**Moved by Murray Rutz**

**Seconded by Lisa Coutu**

That the meeting be adjourned.

**Carried**

The meeting adjourned at 8:46 p.m.

Signature of the Clerk (Original Signed)