



**Town of Petawawa**  
**Council-In-Committee Meeting Minutes**  
**January 9, 2023 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:**

Daniel Scissons, CAO  
Colin Howard, Clerk  
Craig Proulx, Acting Fire Chief  
Mary McCaw, Director of Community Services  
Annette Mantifel, Treasurer  
Peter Moss

The Council-In-Committee meeting was opened by the Mayor at 6:32 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 –December 2022**

Craig Proulx, Acting Fire Chief, provided an overview of the monthly report. Acting Chief Proulx reported on one smoke in home call, one call for an oven fire, two smell of gas calls, four carbon monoxide alarm calls, one call for smell of smoke, two motor vehicle collision calls, three calls for electrical wire arcing, one high angle rescue call and four calls for fire alarms for the month of December. Acting Chief Proulx highlighted the monthly platoon training which focused on provincial mandatory certification for firefighters. Acting Chief Proulx advised that the Fire Department is to receive funding through the Fire Marshal's Public Fire Safety Council to support the purchase of training and educational materials to assist with firefighter certification.

**Moved by Murray Rutz**

**Seconded by Adam Driscoll**

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

**Carried**

## **Community Services**

### 1. **Activity Report – December 2022**

Mary McCaw, Director of Community Services, provided an overview of the various services, programs and rental activities realized over the month of December. Ms. McCaw reported on the planning for this year's Water and Dirt Festival scheduled for August 11 to 20. New for 2023 are the addition of the Town of Deep River as a participating municipality and Wilderness Tours as host of various events. Ms. McCaw commented on the great participation and fun had by all at the Santa Claus Parade, Christmas Craft Show and New Year's Eve Family Event held during the month on December.

**Moved by James Carmody**

**Seconded by Theresa Sabourin**

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

**Carried**

## **Finance and Management**

### 1. 2022 Audit Responsibilities – Welch LLP

Annette Mantifel, Treasurer, presented the correspondence outlining the 2022 audit responsibilities.

**Moved by Lisa Coutu**

**Seconded by Karen Donovan**

That the correspondence be received for information.

**Carried**

### 2. Accounts Payable – December 2022

Annette Mantifel presented the report.

**Moved by Murray Rutz**

**Seconded by Lisa Coutu**

That the general cheque #'s 38233 to 38465 in the amount of \$5,795,932.62 be passed by Council and paid by the Treasurer.

**Carried**

### 3. CAO-01-2023 – Meeting Schedule for July, August and December 2023

Daniel Scissons, CAO, presented the report.

**Moved by Murray Rutz**

**Seconded by Karen Donovan**

That Council approves the meeting schedule for July, August and December 2023 as follows:

- Tuesday, July 4, 2023 – Council Meeting;
- Monday, July 10, 2023 – Council-in-Committee Meeting (All Committees);  
and
- Monday, July 17, 2023 – Council Meeting.
  
- Tuesday, August 8, 2023 – Council Meeting;
- Monday, August 14, 2023 – Council-in-Committee Meeting  
(All Committees); and
- Monday, August 21, 2023 – Council Meeting.
  
- Monday, December 4, 2023 – Council Meeting;
- Monday, December 11, 2023 – Council-in-Committee Meeting  
(All Committees); and
- Monday, December 18, 2023 – Council Meeting.

**Carried**

**General Matters**

There was nothing to report.

**Closed Meeting**

There was no closed meeting.

**Adjournment**

**Moved by Adam Driscoll**

**Seconded by Theresa Sabourin**

That the meeting be adjourned.

**Carried**

The meeting adjourned at 7:00 p.m.

Signature of the Clerk (Original Signed)