



**Town of Petawawa**  
**Council-In-Committee Meeting Minutes**  
**June 12, 2023 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:**

Daniel Scissons, CAO  
Colin Howard, Clerk  
Annette Mantifel, Treasurer  
Craig Proulx, Acting Fire Chief  
Peter Moss  
Luke Notman, myFM

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 – May 2023

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, and platoon training in conjunction with the Office of the Fire Marshal's Mobile Live Fire Training Unit which provided 190 students the opportunity to train with live propane fire that simulated a structure fire. Acting Chief Proulx also reported on attendance at the Ontario Association of Fire Chiefs Conference in Toronto from May 3 to 7, 2023.

**Moved by Murray Rutz**  
**Seconded by Karen Donovan**

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

**Carried**

2. Fire Protection Budget Report

Received for information.

**Community Services**

1. Activity Report – May 2023

Daniel Scissons, CAO, provided an overview of the various services, programs and rental activities realized over the month of May. Mr. Scissons commented on the Department's fully staffed complement for summer operations, the filling of the Administrative Support/Receptionist contract position and the three month vocational rehabilitation placement of a transitioning military member. Mr. Scissons reported on the submission of grant applications for accessible washrooms at the Comfort Station and for funding of the Healing Circle consultation process. Mr. Scissons highlighted upcoming Civic Centre Days events and Canada Day celebrations.

**Moved by Theresa Sabourin**  
**Seconded by James Carmody**

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

**Carried**

2. Community Services Budget Report

Received for information.

**Finance and Management**

1. Accounts Payable – May 2023

Annette Mantifel, Treasurer, presented the report.

**Moved by Lisa Coutu**  
**Seconded by Murray Rutz**

That the general cheque #'s 221 to 398 in the amount of \$1,406,386.16 be passed by Council and paid by the Treasurer.

**Carried**

2. FM-03-2023 – 2022 General Budget Funds

Annette Mantifel presented the report.

**Moved by Murray Rutz**

**Seconded by Karen Donovan**

That 2022 budgeted transfers from reserve/reserve funds be amended as follows:

Reserve – Administration from \$12,114.00 to \$1,111.74 for office renovation design work.

Reserve – Administration from \$32,272.00 to \$26,094.30 for municipal election costs.

Reserve – Administration from \$210,000.00 to \$0.00 for office renovations – Modernization Funds.

Development Charges – Administration from \$13,500.00 to \$1,617.15 for update to Official Plan work.

Development Charges – Administration from \$51,000.00 to \$0.00 for Master Fire Plan.

Development Charges – Fire from \$9,922.00 to \$0.00 for water rescue boat purchase.

Development Charges – Recreation from \$385,000.00 to \$53,828.23 for Laurentian Highlands Park development.

Development Charges – Recreation from \$23,000.00 to \$0.00 for Radtke Estates Park development.

Development Charges – Transportation from \$270,000.00 to \$0.00 for vehicle replacement.

Reserve Fund – Fire from \$90,078.00 to \$0.00 for water rescue boat purchase.

Reserve Fund – Fire from \$144,200.00 to \$69,367.68 for bush truck purchase.

Reserve Fund – Fire from \$34,000.00 to \$0.00 for Master Fire Plan.

Reserve Fund – Public Works from \$674,068.00 to \$33,820.00 for Kramer Avenue Project.

Reserve Fund – Civic Centre from \$14,227.00 to \$6,184.40 for scoreboard resurfacing/wrapping.

Reserve Fund – Parks from \$20,000.00 to \$0.00 for playground equipment Fish Hatchery Park.

Reserve Fund – Industrial Park/Economic Development from \$50,000.00 to \$0.00 for Community Improvement Plan grants.

Reserve Fund – Industrial Park/Economic Development from \$16,500.00 to \$1,976.51 for update to Official Plan work.

Reserve Fund – Industrial Park/Economic Development from \$8,000.00 to \$5,617.27 for computer equipment and editing software.

Reserve Fund – Environmental from \$332,000.00 to \$0.00 for OVWRC leachate treatment system.

That the following 2022 transfers to/from reserve/reserve funds be approved:

That \$52,000.00 be transferred into Reserve Fund – Fire re: unspent taxation funds for bunker gear to be purchased in 2022.

That \$25,000.00 be transferred into Reserve Fund – Fire re: unspent taxation funds for portable radios to be purchased in 2022.

That \$45,000.00 be transferred into Reserve Fund – Fire re: unspent taxation funds Fire Hall 1 property maintenance/garage door replacement.

That \$29,835.15 be transferred into Reserve Fund – Public Works – taxation funds not spent on purchase of vehicle replacement.

That \$159,854.28 be transferred into Reserve Fund – Public Works re: unspent taxation funds for trackless purchased in 2022 but not yet received.

That \$45,000.00 be transferred into Reserve Fund – Environmental for future waste management contract costs.

That \$78,000.00 be transferred into Reserve Fund – Environmental for OVWRC leachate treatment system.

That \$10,000.00 be transferred into Reserve Fund – Parks re: unspent taxation funds Streetscape Petawawa Point.

That \$4,000.00 be transferred into Reserve Fund – Parks re: unspent taxation funds trail signs.

That \$118,077.36 be transferred into Reserve Fund – Parks re: unspent taxation funds Comfort Station.

That \$20,000.00 be transferred into Reserve Fund – Parks re: unspent taxation funds playground equipment Fish Hatchery Park.

That \$73,457.50 be transferred into Reserve Fund – Industrial Park/Economic Development re: unspent taxation funds Community Improvement Program grants.

**Carried**

3. ADMIN-14-2023 – Animal Control By-law Enforcement Activity Report – April 2023

Colin Howard, Clerk, provided an overview of the monthly report.

**Moved by Theresa Sabourin**  
**Seconded by James Carmody**

That Council receives the Animal Control/By-law Enforcement monthly activity report for April as information.

**Carried**

4. ADMIN-15-2023 – Animal Control By-law Enforcement Activity Report – May 2023

Colin Howard provided an overview of the monthly report.

**Moved by Murray Rutz**  
**Seconded by Lisa Coutu**

That Council receives the Animal Control/By-law Enforcement monthly activity report for May as information.

**Carried**

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

Received for information.

### **General Matters**

There was nothing to report.

### **Closed Meeting**

There was no closed meeting.

### **Adjournment**

**Moved by Murray Rutz**  
**Seconded by Karen Donovan**

That the meeting be adjourned.

**Carried**

The meeting adjourned at 7:20 p.m.

Signature of the Clerk (Original Signed)