



Town of Petawawa
Council-In-Committee Meeting Minutes
September 11, 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:

Scott Randolph, CAO
Colin Howard, Clerk
Mary McCaw, Director of Community Services
Jamie Knott, Assistant Deputy Chief
Annette Mantifel, Treasurer
Colton Kyle
Peter Moss
Joan Behnke
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.

Community Services

1. Monthly Report – August 2023

Mary McCaw, Director of Community Services, provided an overview of the various services, programs and rental activities realized over the month of August. Ms. McCaw commented on the ongoing staff training for Smart Serve Recertification, safe food handling recertification and new lighting systems training. Ms. McCaw also commented on the success of the Water and Dirt Festival, and she remarked on the great participation received for this event.

Moved by Murray Rutz

Seconded by Adam Driscoll

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

Carried

2. CS-08-2023 – Tennis Court Lighting Project

Mary McCaw presented the report. Ms. McCaw reported that the Town received eight requests to view the proposal for the Civic Centre Tennis Lighting Project and only two companies attended the mandatory site visit with only Petawawa Electric submitting the sole proposal. Ms. McCaw commented that the costs over the approved budgeted amount for this project can be accounted for from savings on the arena project and from department reserves.

Moved by Theresa Sabourin

Seconded by Lisa Coutu

That Council awards Petawawa Electric the tennis court lighting contract at a cost of \$94,700.00 plus HST.

Carried

3. Community Services Budget Report

Received for information.

Fire Department

1. Monthly Report – August 2023

Jamie Knott, Assistant Deputy 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 rescue boat training and specialty training for new recruit pump training. Assistant Deputy Chief Knott reported on the upcoming test your smoke alarm day “Saved By The Beep” scheduled to occur on September 28, 2023.

Moved by James Carmody

Seconded by Murray Rutz

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

2. Fire Protection Budget Report

Received for information.

Finance and Management

1. Accounts Payable – August 2023

Annette Mantifel, Treasurer, presented the report.

Moved by Lisa Coutu

Seconded by Karen Donovan

That the general cheque #'s 878 to 1092 in the amount of \$3,894,193.85 be approved by Council and paid by the Treasurer.

Carried

2. ADMIN-19-2023 - Taxi Licence Application 2023

Colin Howard, Clerk, presented the report.

Moved by Theresa Sabourin

Seconded by James Carmody

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

Carried

3. ADMIN-20-2023 – Animal Shelter Facilities Renewal

Colin Howard presented the report.

Moved by Karen Donovan

Seconded by Murray Rutz

That Council approves entering into an agreement with the Renfrew County Branch of the OSPCA for the provision of animal shelter facilities, care and other related essential services for a three-year contract period with the option to renew for an additional two-year period; and

That a by-law be brought forward at a future meeting of Council to formalize the agreement.

Carried

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

Received for information.

General Matters

There was nothing to report.

Closed Meeting

Moved by Adam Driscoll

Seconded by James Carmody

That the meeting be closed pursuant to Section 239 (2) (b) of the *Municipal Act, 2001, S.O. 2001, c.25*, as amended, to discuss personal matters about an identifiable individual, including municipal or local board employees regarding moving expenses under Policy A-03-09 for a full-time employee.

Carried

Council went into closed session at 7:18 p.m.

Council reconvened to open session at 7:35 p.m.

Business Arising From Closed Session

A closed meeting was held. Council discussed the approval of relocation expenses for the Chief Administrative Officer.

Council voted on the following resolution in open session:

Moved by Murray Rutz

Seconded by Lisa Coutu

That Council approves the Chief Administrative Officer's request to cover \$1,912.90 in moving expenses as per Policy A-03-09.

Carried

Adjournment

Moved by Karen Donovan

Seconded by Lisa Coutu

That the meeting be adjourned.

Carried

The meeting adjourned at 7:37 p.m.

Signature of the Clerk (Original Signed)