



**Town of Petawawa**  
**Council-In-Committee Meeting Minutes**  
**December 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  
Craig Proulx, Acting Fire Chief  
Mary McCaw, Director of Community Services  
Christine Leon, Treasurer  
Colton Kyle

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 – November 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, platoon training focusing on firefighter survival and rapid intervention teams and specialty training on live fire check off certification. Acting Fire Chief Proulx reported on the Master Fire Plan and Community Risk Assessment awarded to Emergency Management Group Inc.

**Moved by Murray Rutz**

**Seconded by Adam Driscoll**

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

**Carried**

2. Fire Protection Budget Report

Received for information.

**Community Services**

1. Monthly Report – November 2023

Mary McCaw, Director of Community Services, provided an overview of the various services, programs and rental activities realized over the month of November. Ms. McCaw reported on staff training for the month which focused on an emergency preparedness tabletop exercise that included staff from the Community Services department. Ms. McCaw also reported she met with Jp2g Consultants to review the Civic Centre parking lot plans and she took part in a Funders Forum held recently in Horton Township on successful grant application writing and opportunities.

**Moved by Karen Donovan**

**Seconded by James Carmody**

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

**Carried**

2. CS-09-2023 – Ice Resurfacer Purchase

Mary McCaw provided an overview of the report.

**Moved by Murray Rutz**

**Seconded by Lisa Coutu**

That Council approve the purchase of Zamboni (Model 446) at a cost of \$97,446.83.

**Carried**

3. CS-10-2023 – Parks and Recreation Master Plan

Mary McCaw provided an overview of the report.

**Moved by Theresa Sabourin**

**Seconded by Lisa Coutu**

That Council approve the selection of thinc design consulting services for the Parks and Recreation Master Plan at a cost of \$91,576.91.

**Carried**

4. Community Services Budget Report

Received for information.

**Finance and Management**

1. Accounts Payable – November 2023

Christine Leon, Treasurer, presented the report.

**Moved by Murray Rutz**

**Seconded by Karen Donovan**

That the general cheque #'s 1499 to 1736 in the amount of \$2,220,535.74 be approved by Council and paid by the Treasurer.

**Carried**

2. FIN-07-2023 – 2024 Staff Salary Grid and Compensation Rates

Christine Leon presented the report. A discussion occurred around amending language to the draft salary grid and compensation by-law around the cost of living adjustments for Consumer Price Index (CPI) higher than 5% and language around salary adjustments outside of the salary grid, both requiring Council approval.

**Moved by Murray Rutz**

**Seconded by Karen Donovan**

That a by-law be brought forward at a future meeting of Council to approve the Salary Grid for all Town of Petawawa employees for 2024 as amended.

**Carried**

3. FIN-08-2023 – 2024 Council Remuneration

Christine Leon presented the report. A discussion occurred around the draft Council Expense Policy language and approved eligible and ineligible expenses.

Councillor Lisa Coutu put forth a motion that a by-law be brought forward at a future meeting of Council to approve Remuneration and Expenses for Members of Council, Persons Appointed to Local Boards and Committees and members of staff when on municipal business.

There was no seconder for the motion.

Council provided directed to staff to report back to Council once further review of expense policy language has concluded.

4. FIN-09-2023 – 2024 Water and Sewer Rates

Christine Leon presented the report.

**Moved by Theresa Sabourin**

**Seconded by James Carmody**

That a by-law be brought forward at a future meeting of Council to approve the Water & Sewer rates for 2024.

**Carried**

5. FIN-10-2023 – 2024 Interim Tax Rate

Christine Leon presented the report.

**Moved by James Carmody**

**Seconded by Lisa Coutu**

That a by-law be brought forward at a future meeting of Council to provide for an interim tax levy and payment of taxes for 2024.

**Carried**

6. Animal Control/By-law Enforcement Monthly Report – November 2023

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

**Moved by Theresa Sabourin**

**Seconded by Lisa Coutu**

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

**Carried**

7. 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 Adam Driscoll**

That the meeting be adjourned.

**Carried**

The meeting adjourned at 8:15 p.m.

Signature of the Clerk (Original Signed)