



**Town of Petawawa**  
**Council-In-Committee Meeting Minutes**  
**November 14, 2023 at 6:30 p.m.**

**Present:**

Mayor Gary Serviss  
Deputy Mayor Theresa Sabourin  
Councillor Lisa Coutu  
Councillor Karen Donovan  
Councillor Murray Rutz

**Regrets:**

Councillor James Carmody  
Councillor Adam Driscoll

**Also Present:**

Scott Randolph, CAO  
Colin Howard, Clerk  
Mary McCaw, Director of Community Services  
Craig Proulx, Acting Fire Chief  
Christine Leon, Treasurer  
Peter Moss

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 – October 2023

Mary McCaw, Director of Community Services, provided an overview of the various services, programs and rental activities realized over the month of October. Ms. McCaw reported on the Parks and Recreation Master Plan and was pleased to note that thirteen companies requested proposal documentation. Ms. McCaw also reported on staff training for the month which focused on High Five Training and ORFA Basic Refrigeration Certification training.

**Moved by Murray Rutz**

**Seconded by Karen Donovan**

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

**Carried**

2. Community Services Budget Report

Received for information.

**Fire Department**

1. Monthly Report – October 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 Auto Extrication and specialty training on Swift Water Rescue and Workplace Violence and Harassment training. Acting Fire Chief Proulx reported on the Master Fire Plan and Community Risk Assessment and stated he would be bringing forward a report to award the request for proposal at the next meeting of Council on November 20, 2023.

**Moved by Lisa Coutu**

**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.

**Finance and Management**

1. Accounts Payable – October 2023

Christine Leon, Treasurer, presented the report.

**Moved by Murray Rutz**

**Seconded by Lisa Coutu**

That the general cheque #'s 1312 to 1498 in the amount of \$2,764,436.87 be approved by Council and paid by the Treasurer.

**Carried**

2. ADMIN-22-2023 – Meeting Schedule for January, July, August and December 2024

Colin Howard, Clerk, presented the report.

A discussion occurred and suggested revisions were recommended for July and August meeting schedule.

**Moved by Murray Rutz**

**Seconded by Karen Donovan**

That Council approves the meeting schedule for January, July, August and December 2024 as amended:

- Monday, January 8, 2024 – Council Meeting
- Monday, January 15, 2024 – Council-In-Committee Meeting
- Monday, January 22, 2024 – Council Meeting
- Monday, January 29, 2024 – Council-In-Committee Meeting
  
- Monday, July 8, 2024 – Council Meeting
- Monday, July 15, 2024 – Council-In-Committee Meeting (All Committees)
- Monday, July 22, 2024 – Council Meeting
  
- Monday, August 12, 2024 – Council Meeting
- Monday, August 19, 2024 – Council-In-Committee Meeting (All Committees)
- Monday, August 26, 2024 – Council Meeting
  
- Monday, December 2, 2024 – Council Meeting
- Monday, December 9, 2024 – Council-In-Committee Meeting (All Committees)
- And
- Monday, December 16, 2024 – Council Meeting

**Carried**

3. ADMIN-23-2023 – Community Safety and Well-Being Plan

Colin Howard presented the report.

**Moved by Lisa Coutu**

**Seconded by Karen Donovan**

That Council approves the Community Safety and Well-Being Plan as presented; and

That a by-law be brought forward at a future meeting of Council to formally adopt the plan.

**Carried**

4. ADMIN-24-2023 – By-law and Parking Enforcement Services Renewal – The Canadian Corps of Commissionaires (Ottawa Division)

Colin Howard presented the report.

**Moved by Murray Rutz**

**Seconded by Lisa Coutu**

That Council approves entering into a renewal agreement with The Canadian Corps of Commissionaires (Ottawa Division) for the provision of By-law and Parking Enforcement Services for an additional two-year contract period; and

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

**Carried**

5. ADMIN-25-2023 – Animal Control Services Renewal – Protec 5 Inc.

Colin Howard presented the report.

**Moved by Theresa Sabourin**

**Seconded by Lisa Coutu**

That Council approves entering into a renewal agreement with Pro-Tec 5 Inc. for the provision of Animal Control Services for an additional two-year contract period; and

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

**Carried**

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

Received for information.

**General Matters**

There was nothing to report.

**Closed Meeting**

**Moved by Lisa Coutu**

**Seconded by Murray Rutz**

That the meeting be closed pursuant to Section 239 (2) (d) of the *Municipal Act, 2001, S.O. 2001, c.25*, to discuss labour relations or employee negotiations regarding proposed changes to workload and roles of specific employees.

**Carried**

Council went into closed session at 7:37 p.m.

Council reconvened to open session at 9:12 p.m.

### **Business Arising From Closed Session**

A closed meeting was held. Council received for information the proposed staffing and structural changes and a discussion occurred. There is nothing further to report at this time.

### **Adjournment**

**Moved by Murray Rutz**

**Seconded by Lisa Coutu**

That the meeting be adjourned.

**Carried**

The meeting adjourned at 9:13 p.m.

Signature of the Clerk (Original Signed)