



**Town of Petawawa**  
**Council-In-Committee Meeting Minutes**  
**April 8, 2024 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:**

Scott Randolph, CAO  
Colin Howard, Director of Legislative Services/Clerk  
Colin Coyle, Manager of Recreation & Tourism, Community Services  
Craig Proulx, Acting Fire Chief  
Christine Leon, Director of Finance  
Jamie Moody, Manager, Quality Inn Petawawa  
Calvin Kuhmayer, Civic Properties Supervisor  
Jack Lapierre  
Colton Kyle  
Kevin Holm  
Emma Butler, myFM

The Council-In-Committee meeting was opened by the Mayor at 6:30 p.m.

**Land Acknowledgement**

The land acknowledgement including a Truth and Reconciliation Commission Call to Action was read.

## **Disclosure of Pecuniary Interest**

There were no disclosures of pecuniary interest.

For Council's information, after consultation with the CAO, item #3 under Community Services will be removed from this evening's agenda and be brought back for discussion at a future meeting.

## **Presentations**

1. Municipal Accommodation Tax (MAT) – Colin Coyle, Manager of Recreation and Tourism and Jamie Moody, Manager, Quality Inn Petawawa

Mayor Serviss welcomed Colin Coyle, Manager of Recreation and Tourism and Jamie Moody, Manager, Quality Inn Petawawa to provide an overview of the presentation of Municipal Accommodation Tax (MAT).

Colin Coyle provided a definition of MAT, which is a fee levied on short-term and overnight accommodations. It is a fee paid by visitors when they book a room with a local accommodation provider such as a hotel, motel, or other like accommodations, which in turn provides support to the Town's tourism initiatives to fund projects, marketing, advertising, and special events.

Mr. Coyle and Mr. Moody highlighted the suggested tax rate and provided estimated revenue projections to Council, stating the hope is to have MAT implemented by January 1, 2025.

Mayor Serviss asked to hear comments from members of Council. Council members commented on the 3% suggested tax rate, and overall expressed their collective support to move forward with MAT.

Staff will report back to Council at a future meeting with a comprehensive report on the implementation of MAT with a tentative start date of January 1, 2025.

Mayor Serviss thanked Mr. Coyle and Mr. Moody for their presentation.

## **Community Services**

1. Monthly Report – March 2024

Colin Coyle provided an overview of the various services, programs and rental activities realized over the month of March. Mr. Coyle reported that Community Services department were the successful grant applicant for the Community Futures Development Corporation of Renfrew County's Community Development Fund at a value of \$3,750.00. Mr. Coyle also reported he attended multiple MAT meetings in the month of March, and he highlighted that the Community Services Master Plan has had 700 online surveys completed. Mr. Coyle commented on the hiring of Calvin Kuhmayer as the Civic Properties Supervisor effective March 20, 2024.

**Moved by Murray Rutz**

**Seconded by Karen Donovan**

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

**Carried**

2. CS-03-2024 – Civic Centre Elevator Modernization

Colin Coyle provided an overview of the report.

**Moved by Theresa Sabourin**

**Seconded by James Carmody**

That Council approves the awarding of TKE for the elevator modernization project at the Civic Centre at a cost of \$154,100.00 plus HST. TKE requires that the Town accept the Master Coverage Maintenance fee of \$315/month for 10 years as a condition of the modernization proposal.

**Carried**

3. CS-04-2024 – Irrigation Upgrades

The report was deferred. Staff are to report back to Council at a future meeting.

**Fire Department**

1. Monthly Report – March 2024

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 focusing on fire dynamics. Acting Fire Chief Proulx provided an update on recent vehicle and equipment maintenance that occurred during the month of March.

**Moved by Murray Rutz**

**Seconded by Karen Donovan**

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

**Carried**

**Finance and Legislative Services**

1. FIN-05-2024 – 2024 Council Remuneration and Other Expenses

Christine Leon, Director of Finance, provided an overview of the report.

**Moved by Lisa Coutu**

**Seconded by Murray Rutz**

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, as amended.

**Carried**

2. LEG-06-2024 – Vehicle for Hire Applications 2024

Colin Howard provided an overview of the report.

**Moved by Lisa Coutu**

**Seconded by Theresa Sabourin**

That Council approves the vehicle for hire driver's and owner's licence applications in accordance with the current vehicle for hire by-law.

**Carried**

**General Matters**

There was nothing to report.

**Closed Meeting**

There was no closed meeting.

**Adjournment**

**Moved by Karen Donovan**

**Seconded by James Carmody**

That the meeting be adjourned.

**Carried**

The meeting adjourned at 7:25 p.m.

Signature of the Clerk (Original Signed)