



**SPECIAL MEETING  
AGENDA**

**TUESDAY APRIL 30, 2024 AT 5:00 P.M.  
DR. S. F. MONESTIME MUNICIPAL COUNCIL CHAMBERS  
160 WATER STREET, MATTAWA ON**

**Zoom Meeting Access: 1-647-374-4685  
Meeting ID Code: 882 6742 6958  
Passcode: 259515**

- 1. Meeting Called to Order**
- 2. Announce Electronic Participants**
- 3. Adoption of Agenda**
  - 3.1 To Adopt the agenda as presented or amended
    - That the agenda dated April 30, 2024 be adopted as amended
- 4. Disclosures of a Conflict of Interest**
- 5. Presentations and Delegations**
  - 5.1 2024 Municipal Budget presented by Interim CAO/Treasurer Paul Laperriere
- 6. Notice of Motions**
- 7. Standing Committee Recommendations/Reports – Motions**
- 8. Information Reports – Motions**
- 9. In Camera (Closed) Session**
- 10. Return to Regular Session**
- 11. Motions Resulting from Closed Session**
- 12. Adjournment**
  - 12.1 Adjournment of the meeting
    - That the April 30, 2024 meeting adjourn at \_\_\_\_\_ p.m.

DATE: TUESDAY APRIL 30, 2024

3.1

**THE CORPORATION TOWN OF MATTAWA**

MOVED BY: COUNCILLOR \_\_\_\_\_

SECONDED BY: COUNCILLOR \_\_\_\_\_

---

**BE IT RESOLVED THAT** the meeting agenda dated Tuesday April 30, 2024 be adopted.



**TOWN OF MATTAWA**

**2024 BUDGET PACKAGE**

April 30, 2024

**TOWN OF MATTAWA**  
**FINANCIAL RESULTS FOR THE YEAR ENDED**

December 31, **2023**

# TOWN OF MATTAWA

2023 Results - Unaudited

December 31, 2023

DEPARTMENT	REVENUE				EXPENSES				SURPLUS (DEFICIT)		
	2021	2022	2023		2021	2022	2023		Actual	Budget	Diff
	Actual	Actual	Unaudited	Budget	Actual	Actual	Unaudited	Budget			

## Taxation

General levy/School boards	2,418,203	2,353,695	2,457,419	2,566,769	250,321	249,832	261,657	253,646	2,195,762	2,313,123	(117,361)
Payment-in-lieu	33,957	33,908	33,908	33,908					33,908	33,908	-
	<b>2,452,160</b>	<b>2,387,603</b>	<b>2,491,327</b>	<b>2,600,677</b>	<b>250,321</b>	<b>249,832</b>	<b>261,657</b>	<b>253,646</b>	<b>2,229,670</b>	<b>2,347,031</b>	<b>(117,361)</b>

## Government Funding

OMPF	1,315,600	1,315,600	1,315,600	1,315,600	-	-	-	-	1,315,600	1,315,600	-
CCBF (FGT)	228,107	86,685	29,706	80,000	-	-	29,706	-	-	80,000.00	(80,000)
OCIF	65,421	-	266,810	232,630	-	-	315,919	365,000	(49,110)	(132,370)	83,260
Federation Of Cdn Mun	-	24,135	-	-	-	-	-	-	-	-	-
COVID-19 Stream Funding	62,900	-	-	-	-	-	-	-	-	-	-
MDRA/Oceans & Fisheries	69,975	90,052	122,472	365,000	27,116	-	173,582	467,500	(51,110)	(102,500)	51,390
Municipal Tax Mitigation	136,406	136,406	136,406	136,406	-	-	-	-	136,406	136,406	0
ICIP - Provincial	98,095	36,770	106,332	40,669	949	37,047	106,332	49,500	-	(8,831)	8,831
ICIP - Federal	176,588	66,193	193,331	109,332	1,762	75,216	193,331	89,999	-	19,333	(19,333)
ICIP - Own							22,555	10,500	(22,555)	(10,500)	(12,055)
ICIP - Turcotte Park Sidewalk	100,000	-	-	-	-	-	-	-	-	-	-
NOHFC - museum	-	185,900	261,528	261,528	-	-	263,200	261,529	(1,672)	(1)	(1,671)
NOHFC - Voyageur Days	-	158,975	15,000	125,000	-	-	-	-	15,000	125,000	(110,000)
Factor	-	-	15,000	-	-	-	-	-	15,000	-	15,000
Summer Experience	-	-	76,250	-	-	-	-	-	76,250	-	76,250
OCLIF	5,000	-	-	-	-	-	-	-	-	-	-
Hospital grant	1,425	1,425	1,425	1,425	-	-	-	-	1,425	1,425	-
	<b>2,259,516</b>	<b>2,102,141</b>	<b>2,539,859</b>	<b>2,667,590</b>	<b>29,826</b>	<b>112,263</b>	<b>1,104,625</b>	<b>1,244,028</b>	<b>1,435,234</b>	<b>1,423,562</b>	<b>11,672</b>

# TOWN OF MATTAWA

2023 Results - Unaudited

December 31, 2023

DEPARTMENT	REVENUE				EXPENSES				SURPLUS (DEFICIT)		
	2021	2022	2023		2021	2022	2023		Actual	Budget	Diff
	Actual	Actual	Unaudited	Budget	Actual	Actual	Unaudited	Budget			
<b>General Government</b>											
Reserve - Water	14,165	23,620	49,110	132,370	-	-	-	-	49,110	132,370	(83,260)
Reserve - Seniors' Housing			10,000	-			10,000	10,000	-	(10,000)	10,000
Reserve Official Plan			-	-			-	-	-	-	-
Financial (interest/lease/cmt'y)	82,134	274,519	267,589	219,627	-	-	-	-	267,589	219,627	47,962
Investment income									-	-	-
Bylaw/Permits etc...	55,245	33,527	20,420	19,379	-	-	-	-	20,420	19,379	1,041
General Government	-	-	-	-	828,988	1,092,055	1,165,122	1,281,780	(1,165,122)	(1,281,780)	116,658
	<b>151,544</b>	<b>331,666</b>	<b>347,119</b>	<b>371,376</b>	<b>828,988</b>	<b>1,092,055</b>	<b>1,175,122</b>	<b>1,291,780</b>	<b>(828,002)</b>	<b>(920,404)</b>	<b>92,402</b>
<b>Departments</b>											
Fire Department	-	-	-	-	166,878	198,707	148,255	162,296	(148,255)	(162,296)	14,041
By-Law Department	-	-	-	-	98,045	105,022	100,204	101,228	(100,204)	(101,228)	1,024
Building Department	-	-	-	-	3,916	220	3,314	3,728	(3,314)	(3,728)	414
Policing/OPP Group of Four	325,466	311,576	310,511	318,264	835,190	790,917	816,066	814,687	(505,555)	(496,423)	(9,132)
	<b>325,466</b>	<b>311,576</b>	<b>310,511</b>	<b>318,264</b>	<b>1,104,029</b>	<b>1,094,866</b>	<b>1,067,840</b>	<b>1,081,939</b>	<b>(757,329)</b>	<b>(763,675)</b>	<b>6,346</b>
<b>Public Works</b>											
Bridges/Roads/Mach/Transp	-	-	-	-	858,859	1,251,914	954,366	959,768	(954,366)	(959,768)	5,402
<b>PW - Environmental Services</b>											
Lagoon/Sewer	-	-	-	-	188,459	318,242	72,560	73,822	(72,560)	(73,822)	1,262
Landfill	243,928	269,946	331,724	270,000	402,307	490,476	561,244	460,582	(229,520)	(190,582)	(38,938)
Scrap metal	21,161	16,020	20,878	10,000	7,078	7,021	12,279	10,300	8,599	(300)	8,899
Garbage Collection	-	-	-	-	119,709	126,597	139,182	149,564	(139,182)	(149,564)	10,382
Recycling	21,970	50,965	44,963	58,905	107,032	114,398	122,372	135,693	(77,409)	(76,788)	(621)
Street Lighting	-	-	-	-	23,295	16,288	14,408	20,500	(14,408)	(20,500)	6,092
Reserve	-	-	-	-	17,442	-	-	-	-	-	-
	<b>287,059</b>	<b>336,930</b>	<b>397,565</b>	<b>338,905</b>	<b>1,724,180</b>	<b>2,324,935</b>	<b>1,876,411</b>	<b>1,810,229</b>	<b>(1,478,846)</b>	<b>(1,471,324)</b>	<b>(7,522)</b>

# TOWN OF MATTAWA

2023 Results - Unaudited

December 31, 2023

DEPARTMENT	REVENUE				EXPENSES				SURPLUS (DEFICIT)		
	2021 Actual	2022 Actual	2023		2021 Actual	2022 Actual	2023		Actual	Budget	Diff
			Unaudited	Budget			Unaudited	Budget			
Water	988,512	1,016,239	1,049,776	991,054	498,827	470,024	433,112	542,049	616,663	449,005	167,658
Arena	10,548	21,292	42,497	21,755	552,840	627,697	451,203	517,601	(408,705)	(495,846)	87,141
Voyageur Days	-	281,041	310,795	386,227	1,711	296,912	355,118	382,250	(44,323)	3,977	(48,300)
Health & Family Services	-	-	-	-	358,139	366,471	374,284	371,192	(374,284)	(371,192)	(3,092)
Info Centre	18,505	64,193	37,402	21,300	126,575	162,299	131,502	126,930	(94,100)	(105,630)	11,530
<b>All others</b>											
NBMCA/Emergency Flood	-	-	-	-	8,308	8,374	81,064	9,701	(81,064)	(9,701)	(71,363)
Summer students	19,026	25,282	29,464	13,612	-	-			29,464	13,612	15,852
Sports and Fitness	12,353	22,273	29,433	29,000	24,871	21,650			29,433	29,000	433
User agreemnts	18,288	18,288	17,423	18,288	-	-			17,423	18,288	(865)
Canada Day grant	2,800	2,940	1,085	3,360	-	-			1,085	3,360	(2,275)
Youth & misc revenue	22,294	22,001	8,245	9,605	939	2,642			8,245	9,605	(1,360)
Waterfront/Marina	16,535	16,987	16,625	16,500	4,982	5,184	6,238	1,458	10,388	15,042	(4,654)
Museum	-	10,000	-	-	28,521	25,254	22,127	23,650	(22,127)	(23,650)	1,523
Main Street & Green Area	-	-	-	-	28,421	33,843	25,273	30,000	(25,273)	(30,000)	4,727
Parks							20,346	36,073	(20,346)	(36,073)	15,727
Tourism/VMUTS Promotion	-	-	-	-	16,198	23,162	18,107	23,500	(18,107)	(23,500)	5,393
Library	-	-	-	-	37,695	81,500	-	21,500	-	(21,500)	21,500
Curling Club	-	-	-	-	-	-	14,019	19,525	(14,019)	(19,525)	5,506
Seniors' Housing	1,050	97,859	-	-	28,525	171,932	9,990	-	(9,990)	-	(9,990)
Econ. Dev. (Blue Sky/CGIS)	1,865	260	-	-	20,698	24,182	23,486	20,462	(23,486)	(20,462)	(3,024)
Connecting Links							15,697	-	(15,697)	-	(15,697)

**TOWN OF MATTAWA**

2023 Results - Unaudited

December 31, 2023

DEPARTMENT	REVENUE				EXPENSES				SURPLUS (DEFICIT)		
	2021	2022	2023		2021	2022	2023		Actual	Budget	Diff
	Actual	Actual	Unaudited	Budget	Actual	Actual	Unaudited	Budget			
333 Main	-	-	-	-	9,196	12,587	235,888	-	(235,888)	-	(235,888)
	94,212	215,890	102,276	90,365	208,354	410,311	472,235	185,869	(369,959)	(95,504)	(274,455)
<b>TOTAL</b>	<b>6,587,523</b>	<b>7,068,571</b>	<b>7,629,129</b>	<b>7,807,513</b>	<b>5,683,791</b>	<b>7,207,665</b>	<b>7,703,109</b>	<b>7,807,513</b>	<b>(73,981)</b>	<b>-</b>	<b>(73,981)</b>



**TOWN OF MATTAWA**

**Budget Information for the year ending**

December 31, **2024**

# TOWN OF MATTAWA

## 2024 Budget

Draft #1 - April 30, 2024

DEPARTMENT	REVENUE	Expenses							SURPLUS (DEFICIT)	
		Salaries & benefits	Operating costs	Inflation provision	Other cost		CAPEX			Total
					Amount	Ref	Amount	Ref		

2.50%

### Taxation

General levy/School boards	-		265,000						265,000	(265,000)
Payment-in-lieu	33,908								-	33,908
	33,908	-	265,000	-	-		-		265,000	(231,092)

### Government Funding

OMPF	1,315,600								-	1,315,600
CCBF(formerly FGT)	75,000				25,000	Note 1			25,000	50,000
OCIF	150,000						150,000	Note 2	150,000	-
Federation of Canadian Mun.	40,000								-	40,000
MDRA	1,525,440						1,622,809	Note 3	1,622,809	(97,369)
Municipal Tax Mitigation	136,406								-	136,406
ICIP - Provincial	666,667						714,286	Note 4	714,286	(47,619)
ICIP - Federal	1,200,000						1,285,714	Note 4	1,285,714	(85,714)
NOHFC - Voyageur Days	15,000								-	15,000
Factor									-	-
Summer Experience	55,000								-	55,000
Hospital grant	1,425								-	1,425
	5,180,538	-	-	-	25,000		3,772,809		3,797,809	1,382,729

### General Government

Reserve - General Fund	286,250								-	286,250
Reserve - Senior's Housing	10,000						10,000		10,000	-
Reserve - Official Plan	50,000				50,000				50,000	-
Financial (interest/lease/ceme	261,900								-	261,900

# TOWN OF MATTAWA

## 2024 Budget

Draft #1 - April 30, 2024

DEPARTMENT	REVENUE	Expenses							SURPLUS (DEFICIT)	
		Salaries & benefits	Operating costs	Inflation provision	Other cost		CAPEX			Total
					Amount	Ref	Amount	Ref		
				2.50%						
Investment income	-								-	-
Bylaw/permits etc...	20,000								-	20,000
General Government	24,300	590,004	370,888	9,272	172,000	Note 5	12,500	Note 6	1,154,664	(1,130,364)
	652,450	590,004	370,888	9,272	222,000	-	22,500	-	1,214,664	(562,214)

### Departments

Fire Department	30,000	173,254	52,268	1,307			35,000	Note 7	261,829	(231,829)
By-Law Department		78,090	13,677	342					92,109	(92,109)
Building Department		10,000	1,788	45					11,833	(11,833)
Policing/OPP Group of Four	-		531,047						531,047	(531,047)
	30,000	261,344	598,780	1,693	-		35,000		896,817	(866,817)

### Public Works

Bridges/Roads/Mach./Transp		618,243	460,317	11,508	32,500	Note 8	60,000	Note 9	1,182,568	(1,182,568)
PW - Environmental Services										
Lagoon/Sewer			72,560	1,814					74,374	(74,374)
Landfill	250,000		561,244	14,031					575,275	(325,275)
Scrap metal	15,000		12,279	307					12,586	2,414
Garbage Collection			156,981						156,981	(156,981)
Recycling	58,905		125,431						125,431	(66,526)
Street Lighting			14,408	360					14,768	(14,768)
	323,905	618,243	1,403,220	28,020	32,500	-	60,000	-	2,141,983	(1,818,078)

Water	1,181,238		433,112	10,828			106,848	Note 10	550,788	630,450
-------	-----------	--	---------	--------	--	--	---------	---------	---------	---------

# TOWN OF MATTAWA

## 2024 Budget

Draft #1 - April 30, 2024

DEPARTMENT	REVENUE	Expenses						SURPLUS (DEFICIT)		
		Salaries & benefits	Operating costs	Inflation provision	Other cost		CAPEX		Total	
					Amount	Ref	Amount			Ref
				2.50%						
Arena	30,000	374,360	134,613	3,365				512,338	(482,338)	
Voyageur Days	422,000		475,000					475,000	(53,000)	
Health & Family Services			383,641					383,641	(383,641)	
Info Centre	25,000	155,940	13,959	349				170,248	(145,248)	
<b>All others</b>										
NBMCA/Emergency Flood	50,000		9,900				50,000	Note 11	59,900	(9,900)
Summer students	44,880	58,080							58,080	(13,200)
Sports and Fitness	35,000			-					-	35,000
User agreemnts	18,288								-	18,288
Canada Day grant			10,000						10,000	(10,000)
Youth & misc revenue	10,000		720						720	9,280
Waterfront/Marina	16,500		7,500						7,500	9,000
Museum			22,000		(15,000)	Note 12			7,000	(7,000)
Main Street & Green Area			30,000						30,000	(30,000)
Parks			1,000						1,000	(1,000)
Tourism/VMUTS Promotion			15,000						15,000	(15,000)
Library					68,300	Note 13			68,300	(68,300)
Curling Club (Fitness Centre)	15,000		23,781						23,781	(8,781)
Seniors' Housing	250,000								-	250,000
Econ. Dev. (Blue Sky/CGIS)			20,000	500					20,500	(20,500)

# TOWN OF MATTAWA

2024 Budget

Draft #1 - April 30, 2024

DEPARTMENT	REVENUE	Expenses							SURPLUS (DEFICIT)	
		Salaries & benefits	Operating costs	Inflation provision	Other cost		CAPEX			Total
					Amount	Ref	Amount	Ref		
				2.50%					-	-
Connecting Links										
	439,668	58,080	139,901	500	53,300	-	50,000	-	301,781	137,887
<b>TOTAL</b>	<b>8,318,707</b>	<b>2,057,971</b>	<b>4,218,114</b>	<b>54,028</b>	<b>332,800</b>		<b>4,047,157</b>		<b>10,710,070</b>	<b>(2,391,363)</b>

Tax levy required  
2023 levy

2,391,363  
2,333,123

Increase - \$

58,240

Increase - %

2.50%

TOWN OF MATTAWA

Appendix 1

Salaries  
2024

Positions	Annual salary	Comment	Adjust.	Fiscal salary	Benefits		Total 2024 Sal & Ben
					%	Amount	
<b>GENERAL GOV'T</b>							
Council	90,000			90,000	10%	9,000	99,000
CAO	111,650			111,650	37%	41,311	152,961
Clerk	80,000			80,000	37%	29,600	109,600
Deputy-treasuer	71,050			71,050	37%	26,289	97,339
Executive assistant	45,000	1-Jul-24	(13,500)	31,500	37%	11,655	43,155
Office/comm coord	50,000	1-Jul-24	(15,000)	35,000	37%	12,950	47,950
HR	20,000	POS		20,000	-	-	20,000
I/T	20,000	POS		20,000	-	-	20,000
	<b>487,700</b>			<b>459,200</b>		<b>130,804</b>	<b>590,004</b>
<b>FIRE DEPARTMENT</b>							
Interim Chief	15,000	To May	(6,250)	8,750	10%	875	9,625
Permanent Chief	85,000	From Jun 1	(35,417)	49,583	37%	18,346	67,929
Deputy-Chief	7,500			7,500	10%	750	8,250
Trainfer	7,500			7,500	10%	750	8,250
Volunteer Firefighters	72,000			72,000	10%	7,200	79,200
	<b>187,000</b>			<b>145,333</b>		<b>27,921</b>	<b>173,254</b>
<b>BUILDING/BYLAW</b>							
Chief Bylaw Officer	76,000	3 month leave	(19,000)	57,000	37%	21,090	78,090
Deputy Building Official		Coiverage	10,000	10,000	-	-	10,000
	<b>76,000</b>			<b>67,000</b>		<b>21,090</b>	<b>88,090</b>
<b>PUBLIC WORKS</b>							
Director	85,000	50%	(42,500)	42,500	37%	15,725	58,225
Supervisor	77,220			77,220	37%	28,571	105,791
Operator (4)	223,808			223,808	37%	82,809	306,617
Labourer (2)	107,744			107,744	37%	39,865	147,609
	<b>493,772</b>			<b>451,272</b>		<b>166,971</b>	<b>618,243</b>

TOWN OF MATTAWA

Appendix 1

Salaries  
2024

Positions	Annual salary	Comment	Adjust.	Fiscal salary	Benefits		Total 2024 Sal & Ben
					%	Amount	
<b>RECREATION</b>							
Director	85,000	50%	(42,500)	42,500	37%	15,725	58,225
Supervisor	60,000	Vacant for 2024	(60,000)	-	37%	-	-
Clerk 1	53,872			53,872	37%	19,933	73,805
Clerk 2	51,792			51,792	37%	19,163	70,955
Caretaker 1 (1)	53,872			53,872	37%	19,933	73,805
Caretaker 2 (3)	155,376			155,376	37%	57,489	212,865
Communication coord	42,000	See new above	(21,000)	21,000	20%	4,200	25,200
Students							
Summer programs	52,800	10 students; 8 wks		52,800	10%	5,280	58,080
Info Centre	10,164	Weekends		10,164	10%	1,016	11,180
Arena	3,878			3,878	10%	388	4,265
	<b>568,754</b>			<b>445,254</b>		<b>143,127</b>	<b>588,380</b>
<b>TOTAL</b>	<b>1,813,226</b>			<b>1,568,059</b>		<b>489,912</b>	<b>2,057,971</b>

TOWN OF MATTAWA

Explanatory Notes

2024 Budget

Appendix 2

**Note 1: CCBF (gas tax) Expenditures**

i) Fibre install at Townhall	12,500
ii) Policies & Procedures/strat plan	12,500
	<u>25,000</u>

**Note 2: Brook Street Extension**

i) Engineering and other work on re-sizing existing 4" supply to 10"	150,000
	<u>150,000</u>

**Note 3: MDRA**

i) Mattawan street Reconstruction <i>(estimated tender results)</i>	<u>1,622,809</u>
--	------------------

**Note 4: ICIP Funding - Dorion Road - \$2,000,000 expenditure**

i) Federal contribution - 60%	1,200,000
ii) Provincial contribution - 33.33%	666,667
	<u>1,866,667</u>

*Note: Mattawa's share (6.67%) is \$133,333.*

**Note 5: General Gov't - Other Costs**

i) Severances and legal costs related thereto	137,000
ii) Integrity Commissioner	35,000
	<u>172,000</u>

**Note 6: General Gov't CAPEX**

i) New laptops	7,500
ii) New furnishings	5,000
	<u>12,500</u>



TOWN OF MATTAWA

Explanatory Notes

2024 Budget

Appendix 2

**Note 7: Fire Dept CAPEX**

i) SCBAs (financed over 5 years)	31,000
ii) Misc capital replacements	4,000
	<u>35,000</u>

**Note 8: Public Works - Other Costs**

i) Sweeping POS	<u>32,500</u>
-----------------	---------------

**Note 9: Public Works - CAPEX**

i) Grader payments	75,000
Less grader rentals/repairs	(25,000)
ii) Additional payments - vehicle fleet	10,000
	<u>60,000</u>

**Note 10: Water Dept CAPEX**

i) As identified by OCWA in their 10 year plan	<u>106,848</u>
--	----------------

**Note 11: All Others - Flood Repairs**

i) Dock/marina repairs	<u>50,000</u>
------------------------	---------------

**Note 12: All Others - Museum**

i) Elimination of contribution for 2024	<u>(15,000)</u>
---	-----------------

**Note 13: All Others - Other Costs**

i) Library as per Council resolution	<u>68,300</u>
--------------------------------------	---------------

DATE: TUESDAY APRIL 30, 2024

12.1

**THE CORPORATION TOWN OF MATTAWA**

MOVED BY COUNCILLOR \_\_\_\_\_

SECONDED BY COUNCILLOR \_\_\_\_\_

---

**BE IT RESOLVED THAT** the April 30, 2024 meeting adjourn at \_\_\_\_\_ p.m.