



**REGULAR MEETING OF COUNCIL
AGENDA
MONDAY JUNE 24, 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: 864 9897 7862
Passcode: 651285**

- 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 June 24, 2024 be adopted
- 4. Disclosures of a Conflict of Interest**
- 5. Presentations and Delegations**
 - 5.1 James Hunton, Jp2g Consultants Inc – Asset Management Plan Non-Core Assets
- 6. Adoption of Minutes**
 - 6.1 Regular Meeting of June 10, 2024
 - 6.2 Special Meeting of June 13, 2024
 - 6.3 Committee of the Whole Meeting of June 17, 2024
 - 6.4 To adopt the minutes as presented or amended
 - That Council adopt the June 10, June 13 & June 17, 2024 minutes
- 7. Notice of Motions**
 - 7.1 Approval of Asset Management Plan Non-Core Assets
- 8. Correspondence**
 - 8.1 AMCTO – 2023 Annual Report
 - 8.2 OCWA – DWQMS Audit Report for Town of Mattawa
 - 8.3 AMO – Policy Updates
 - 8.4 Township of Brudenell, Lyndoch & Raglan – Household Food Insecurity

- 8.5 AMO – Renewal of Canada Community-Building Fund
- 8.6 Municipality of Mattawan – Support to Resume Assessment Cycle
- 8.7 Township of North Dundas – Infrastructure Support for Small Rural Municipalities
- 8.8 Voyageur Multi Use Trail System – Financial Statement for 2023

9. Standing Committee Recommendations/Reports – Motions

10. Information Reports – Motions

- 10.1 2024 Operating Budget – Report # 24-36R
- 10.2 Municipal Office Hours for Summer Months – Report # 24-37R

11. By-Laws

- 11.1 By-law # 24-13 – 2024 Operating Budget
BEING a by-law to adopt the 2024 Municipal Operating Budget.
- 11.2 By-law # 24-14 – Tax Ratio By-law
BEING a By-law for establishing tax ratios for the current taxation year.
- 11.3 By-law # 24-15 – Rate of Taxation for 2024
BEING a by-law to fix the tax rates and to provide for the levy and collection of municipal and education taxes for the year 2024.
- 11.4 By-law # 24-16 – Consolidated User Fees By-law
BEING a by-law to adopt a consolidated user fees and charges for the Town of Mattawa.
- 11.5 By-law # 24-17 – Municipal Funding Agreement for Canada Community-Building Fund
BEING a By-law to authorize the signing of the Municipal Funding Agreement for the Canada Community-Building Fund between the Association of Municipalities of Ontario and the Town of Mattawa.

12. Old Business

13. New Business

14. Questions from Public Pertaining to Agenda

15. In Camera (Closed) Session

16. Return to Regular Session

17. Motions Resulting from Closed Session

18. Adjournment

- 18.1 Adjournment of the meeting

- That the June 24, 2024 meeting adjourn at _____ p.m.

DATE: MONDAY JUNE 24, 2024

3.1

THE CORPORATION TOWN OF MATTAWA

MOVED BY: COUNCILLOR _____

SECONDED BY: COUNCILLOR _____

BE IT RESOLVED THAT the meeting agenda dated Monday June 24, 2024 be adopted.

THE CORPORATION OF THE TOWN OF MATTAWA

The minutes of the Regular Meeting held Monday June 10, 2024, at 6:00 p.m. in the Dr. S.F. Monestime Council Chambers.

Council Present: Mayor Raymond A. Bélanger
Deputy Mayor Mathew Gardiner
Councillor Fern Levesque
Councillor Loren Mick
Councillor Laura Ross
Councillor Garry Thibert

Staff Present: Paul Laperriere, Interim CAO/Treasurer
Amy Leclerc, Municipal Clerk/Revenue Services Clerk
Sabrina Poullas, Deputy Clerk
Dexture Sarrazin, Director of Community Services
Wayne Chaput, Chief Building Official/By-Law Enforcement Officer

*When a recorded vote is requested and the minutes indicate the recorded vote was "Unanimous" it means all Councillors present and noted above voted in favour unless otherwise indicated.

1. Meeting Called to Order

Meeting Called to Order by Mayor Bélanger at 6:00 p.m.

2. Announce Electronic Participants

Clerk announced that 1 member of the public was online.

3. Adoption of Agenda

3.1 To Adopt the agenda as presented or amended

Resolution Number 24-124

Moved by Councillor Fern Levesque
Seconded by Deputy Mayor Mathew Gardiner

BE IT RESOLVED THAT the meeting agenda dated Monday June 10, 2024 be adopted as amended to add an Information Report under section 10 which is Item #10.4 Dorion Road Reconstruction Tender Results – Report # 24-34R.

CARRIED – unanimous

4. Disclosures of a Conflict of Interest

5. Presentations and Delegations

6. Adoption of Minutes

6.1 Regular Meeting of May 27, 2024

6.2 To adopt the minutes as presented or amended

Resolution Number 24-125

Moved by Councillor Laura Ross
Seconded by Councillor Garry Thibert

BE IT RESOLVED THAT Council adopt the minutes of the Regular meeting of Monday May 27, 2024.

CARRIED – unanimous

Councillor Mick arrived at the meeting at 6:02 p.m.

7. Notice of Motions

7.1 Declare June as Seniors Month in Town of Mattawa

Resolution Number 24-126

Moved by Councillor Fern Levesque

Seconded by Councillor Laura Ross

WHEREAS June is recognized as Seniors Month in Ontario which is an opportunity to acknowledge the contributions and wisdom of seniors in our communities;

AND WHEREAS the contributions of seniors to the economic and social health of our communities, and the quality of life we experience in Canada today, which is recognized around the works, merit appreciation and recognition;

AND WHEREAS seniors serve as leaders, mentors, volunteers and important active members of the Town of Mattawa;

AND WHEREAS during the month, we recommit to honouring and supporting our seniors, acknowledging their invaluable role in shaping our society.

BE IT RESOLVED THAT Council of the Town of Mattawa do hereby proclaim June as Seniors Month in the Town of Mattawa.

CARRIED – unanimous

7.2 Amend Resolution Number 24-118 – Special Meeting

Resolution Number 24-127

Moved by Deputy Mayor Mathew Gardiner

Seconded by Councillor Loren Mick

BE IT RESOLVED THAT Council of the Town of Mattawa amends Resolution Number 24-118 to change the set date and time for the special meeting to interview the candidates from June 11, 2024 at 4:00 p.m to June 13, 2024 at 4:00 p.m.

CARRIED – unanimous

8. Correspondence

8.1 FONOM – Keeping Energy Costs Down Act

8.2 Mattawa/North Bay Algonquin First Nation – National Indigenous People’s Day June 21

Council spoke on correspondence item # 8.2.

8.3 MPAC – Financial Statements ending December 31, 2023

Council spoke on correspondence item # 8.3.

8.4 NBPSDHU – Financial Statements

Council spoke on correspondence item # 8.4.

8.5 Mattawa Museum – Julie Lynn Day June 20

Council spoke on correspondence item # 8.5.

8.11 Canadian Ecology Centre – Celebrate 25 years on June 7, 2024

9. Standing Committee Recommendations/Reports – Motions

10. Staff Reports – Motions

10.1 Vectorization of Town Logo – Report # 24-31R

Resolution Number 24-128

Moved by Councillor Laura Ross

Seconded by Councillor Fern Levesque

BE IT RESOLVED THAT the Council of the Town of Mattawa receives Report # 24-31R titled Vectorization of Town Logo.

AND FURTHER THAT Council approve the artwork listed as version # 3 and version # 4 as shown as an attachment to this report and that version # 4 be used as the “primary” logo while version # 3 be used as the “special” logo as staff deem necessary.

AND FURTHER THAT Council authorize staff to move forward with communications to the public making the new logos “our brand” and begin replacement of the logo assets.

CARRIED – Recorded vote and the vote was unanimous

10.2 Schedule of User Fees – Report # 24-32R

Resolution Number 24-129

Moved by Councillor Loren Mick

Seconded by Councillor Garry Thibert

BE IT RESOLVED THAT the Council of the Town of Mattawa receives Report # 24-32R titled Schedule of User Fees 2024.

AND FURTHER THAT Council approve the attached user fees schedules and directs staff to return at the next regular meeting with a by-law for formal adoption.

CARRIED – Recorded vote and the vote was unanimous

10.3 John Dixon Public Library Board Request – Report # 24-33R

Resolution Number 24-130

Moved by Councillor Garry Thibert

Seconded by Councillor Fern Levesque

BE IT RESOLVED THAT the Council of the Town of Mattawa receives Report # 24-33R titled John Dixon Public Library Board Request.

AND FURTHER THAT Council approves, in principle, the “new old library” vision as presented through Appendix A of this report.

AND FURTHER THAT Council directs staff to provide support, at our cost, to the John Dixon Public Library Board, through the Director of Community Services, to assist with moving the contents of the library to a safe environment.

AND FURTHER THAT Council directs staff to assist the John Dixon Public Library Board to apply for the Ontario Trillium Fund: Seed Grant by the due date of June 24, 2024.

CARRIED – Recorded vote and the vote was as follows:

For: Mayor Bélanger, Councillors Levesque, Ross, Thibert

Against: Deputy Mayor Gardiner, Councillor Mick

10.4 Dorion Road Reconstruction Tender Results – Report # 24-34R

Resolution Number 24-131

Moved by Councillor Loren Mick

Seconded by Councillor Laura Ross

BE IT RESOLVED THAT the Council of the Town of Mattawa receives Report # 24-34R titled Dorion Road Reconstruction Tender Results.

AND FURTHER THAT Council approve and award the Dorion Road Reconstruction Tender to Canor Construction Inc. in the amount of \$2,861,172.00 plus applicable taxes.

CARRIED – Recorded vote and the vote was unanimous

11. By-Laws

12. Old Business

13. New Business

13.1 Amy Leclerc, Clerk – Asset Management Plan Non-Core Asset Presentation

The Clerk advised Council that the Asset Management Plan Non-Core Assets are legislated to be approved by July 1, 2024. James Hunton of Jp2g Consultants Inc will be making a presentation to Council during the regular meeting on Monday June 24, 2024. A request to forgo the procedures as the presentation will take an hour of Council's time and suggested to begin the meeting at 5:00 p.m.

Resolution Number 24-132

Moved by Councillor Laura Ross

Seconded by Councillor Loren Mick

BE IT RESOLVED THAT Council forgo the procedures for delegations for the Monday June 24 Regular Meeting of Council to allow James Hunton of Jp2g Consultants Inc. to present the Asset Management Plan Non-Core Assets to Council in a one hour time frame.

AND FURTHER THAT the meeting of Monday June 24, 2024 begin at 5:00 p.m. to allow for the extra time for the delegation.

CARRIED – Members For: 5, Members Against: 1

14. Questions from Public Pertaining to Agenda

15. In Camera (Closed) Session

15.1 Personnel Matter

In accordance with the Municipal Act, 2001 Section 239 (2)(b)

b) personal matters about an identifiable individual, including municipal or local board employees

Resolution Number 24-133

Moved by Councillor Loren Mick

Seconded by Councillor Laura Ross

BE IT RESOLVED THAT this Council proceed in Camera at 8:01 p.m. in order to address a matter pertaining to: b) personal matters about an identifiable individual, including municipal or local board employees.

CARRIED – unanimous

16. Return to Regular Session

Resolution Number 24-134

Moved by Councillor Laura Ross

Seconded by Deputy Mayor Mathew Gardiner

BE IT RESOLVED THAT the regular meeting of council reconvene at 8:15 p.m.

CARRIED – unanimous

Mayor Belanger advised that the closed session was to discuss a personnel matter.

17. Motions Resulting from Closed Session

18. Adjournment

18.1 Adjournment of the meeting

Resolution Number 24-135

Moved by Councillor Laura Ross

Seconded by Councillor Loren Mick

BE IT RESOLVED THAT the June 10, 2024 meeting adjourn at 8:16 p.m.

CARRIED – unanimous

Mayor

Clerk

THE CORPORATION OF THE TOWN OF MATTAWA

The minutes of the Special Meeting held Thursday June 13, 2024, at 4:00 p.m. in the Dr. S.F. Monestime Council Chambers.

Council Present: Mayor Raymond A. Bélanger
Deputy Mayor Mathew Gardiner
Councillor Fern Levesque
Councillor Loren Mick
Councillor Laura Ross
Councillor Garry Thibert

Staff Present: Paul Laperriere, Interim CAO/Treasurer
Sabrina Poullas, Deputy Clerk
Dexture Sarrazin, Director of Community Services

*When a recorded vote is requested and the minutes indicate the recorded vote was "Unanimous" it means all Councillors present and noted above voted in favour unless otherwise indicated.

1. Meeting Called to Order

Meeting Called to Order by Mayor Bélanger at 4:00 p.m.

2. Announce Electronic Participants

Deputy-Clerk announced that there was no online participants.

3. Adoption of Agenda

3.1 To Adopt the agenda as presented or amended

Resolution Number 24-136

Moved by Councillor Laura Ross

Seconded by Councillor Fern Levesque

BE IT RESOLVED THAT the meeting agenda dated Thursday June 13, 2024 be adopted.

CARRIED – unanimous

4. Disclosures of a Conflict of Interest

5. Presentations and Delegations

5.1 Council Vacancy – Interview of Candidates

Council interviewed the three candidates for the office of Councillor. Each candidate was interviewed separately. After the interviews Council voted by way of ballot to choose the candidate that was successful. The Deputy-Clerk read the ballots out and the votes were as follows:

Bangs, Terry – 1 vote

Bigelow, Spencer – 3 votes

Bittner, Kevin – 2 votes

6. Notice of Motions

6.1 Appointment of Councillor

Resolution Number 24-137

Moved by Councillor Garry Thibert

Seconded by Councillor Fern Levesque

BE IT RESOLVED THAT the Council of the Corporation of the Town of Mattawa appoints Spencer Bigelow to fill the office vacancy of Councillor for the remainder of the 2022 – 2026 Council term, in accordance with Sections 263(1) and 265(5) of the *Municipal Act, 2001*.

CARRIED – Recorded vote and the vote was unanimous

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

Resolution Number 24-138

Moved by Deputy Mayor Mathew Gardiner

Seconded by Councillor Laura Ross

BE IT RESOLVED THAT the June 13, 2024 meeting adjourn at 5:13 p.m.

CARRIED – unanimous

Mayor

Clerk

THE CORPORATION OF THE TOWN OF MATTAWA

The minutes of the Committee of the Whole Meeting held Monday June 17, 2024, at 6:00 p.m. in the Dr. S.F. Monestime Council Chambers.

Council Present: Mayor Raymond A. Bélanger
Deputy Mayor Mathew Gardiner
Councillor Fern Levesque
Councillor Loren Mick
Councillor Laura Ross
Councillor Garry Thibert
Councillor Spencer Bigelow

Staff Present: Amy Leclerc, Municipal Clerk/Revenue Services Clerk
Sabrina Poullas, Deputy Clerk
Paul Laperriere, Interim CAO/Treasurer
Dexture Sarrazin, Director of Community Services

*When a recorded vote is requested and the minutes indicate the recorded vote was "Unanimous" it means all Councillors present and noted above voted in favour unless otherwise indicated.

1. Meeting Called to Order

Meeting Called to Order by Mayor Bélanger at 6:00 p.m.

1.1 Clerk to conduct the Oath of Affirmation & Declaration to newly appointed Councillor

At a special meeting held by Council on Thursday June 13, 2024 the vacant Councillor seat was filled by way of applications being received and a resolution passed by Council.

Spencer Bigelow was successful in his candidacy for the Office of Councillor.

The declaration of office was read and signed by Spencer, signed by the Clerk and advised he was officially a Councillor for the Town of Mattawa.

Councillor Loren Mick arrived at 6:02 p.m.

2. Announce Electronic Participants

Clerk announced that there was no online participants.

3. Adoption of Agenda

3.1 To Adopt the agenda as presented or amended

Resolution Number 24-139

Moved by Deputy Mayor Mathew Gardiner

Seconded by Councillor Laura Ross

BE IT RESOLVED THAT the meeting agenda dated Monday June 17, 2024 be adopted.

CARRIED – unanimous

4. Disclosures of a Conflict of Interest

5. Presentations and Delegations

6. Notice of Motions

7. Standing Committee Recommendations/Reports – Motions

8. Information Reports – Motions

8.1 North Bay & Area Rural & Northern Immigration Pilot – Report # 24-35R

Resolution Number 24-140

Moved by Councillor Garry Thibert

Seconded by Councillor Laura Ross

BE IT RESOLVED THAT Resolution Number 24-141 be amended to include a paragraph to the letter of support under: In conclusion...to build upon existing momentum from the program...

CARRIED – unanimous

Resolution Number 24-141

Moved by Councillor Spencer Bigelow

Seconded by Councillor Garry Thibert

BE IT RESOLVED THAT the Council of the Town of Mattawa receives Report # 24-35R titled North Bay and Area Rural and Northern Immigration Pilot.

AND FURTHER THAT Council approves, as amended, a letter of support to be sent to the Rural Northern Immigration Pilot (RNIP) Committee and endorses Mayor Bélanger to sign the letter on behalf of Council.

CARRIED – unanimous

9. In Camera (Closed) Session

10. Return to Regular Session

11. Motions Resulting from Closed Session

12. Adjournment

12.1 Adjournment of the meeting

Resolution Number 24-142

Moved by Councillor Laura Ross

Seconded by Councillor Loren Mick

BE IT RESOLVED THAT the June 17, 2024 meeting adjourn at 6:18 p.m.

CARRIED – unanimous

Mayor

Clerk

DATE: MONDAY JUNE 24, 2024

6.4

THE CORPORATION TOWN OF MATTAWA

MOVED BY: COUNCILLOR _____

SECONDED BY: COUNCILLOR _____

BE IT RESOLVED THAT Council adopt the minutes of the Regular meeting of Monday June 10, 2024, Special meeting of Thursday June 13, 2024 and Committee of the Whole meeting of Monday June 17, 2024.

DATE: MONDAY JUNE 24, 2024

7.1

THE CORPORATION TOWN OF MATTAWA

MOVED BY COUNCILLOR _____

SECONDED BY COUNCILLOR _____

BE IT RESOLVED THAT the Council of the Town of Mattawa hereby authorize posting, on the Town of Mattawa’s website, the Town of Mattawa Non-Core Asset Management Plan dated May 31, 2024 prepared by Jp2g Consultants Inc. on or before by July 1, 2024 in accordance with Ontario Regulation 588/17 under the Infrastructure for Jobs & Prosperity Act 2015.

From: [David Arbuckle, AMCTO Executive Director](#)
To: [Amy Leclerc](#)
Subject: 2023 Annual Report & 2024 AGM Package
Date: June 5, 2024 9:05:59 AM

Review these important documents ahead of next week

View this email [in your browser](#).



[About AMCTO](#) | [Professional Growth](#) | [Advocacy & Policy](#) | [Network & Community](#)

AMCTO Annual General Meeting



June 5, 2024

2023 Annual Report & 2024 Annual General Meeting Package

With the upcoming 2024 Annual General Meeting (AGM) approaching on Wednesday, June 12 at the Blue Mountain Village Conference Centre, we are pleased to provide all members with the following information:

- [2023 Annual Report](#)
- [2024 Annual General Meeting Information Package](#)

These materials are also [available through our website](#) and will be made available on the AMCTO conference app prior to the event.

If you have questions or comments about either document, please feel free to [contact me by email](#).

Reminder: Only Full and New Professional members whose 2024 membership dues have been paid in full are eligible to vote at the AGM.

On behalf of the AMCTO Board of Directors and staff, thank you for your continued support and patronage as members. We look forward to seeing you in the Blue Mountains next week!

Sincerely,





AMCTO
THE MUNICIPAL EXPERTS

2023 Annual Report

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Introduction

Once again, it is our pleasure to present the 2023 AMCTO Annual Report. 2023 presented new challenges and opportunities for the Association, our members, and the broader municipal sector.

As an Association, we continue to take great pride in providing our members and other municipal professionals with the opportunity to learn, grow and thrive in their careers. In 2023, we continued to invest in our education curriculum to ensure both relevance and quality. Our professional development portfolio continued to provide timely and responsive content, including our first-ever Municipal Mental Health Forum in February. AMCTO also welcomed a record number of registrants and partners to the 2023 Conference and Annual General Meeting in Niagara Falls in June.

The Association's role in advocacy and policy development was front and centre again in 2023. In addition to supporting members in the adjustment to new legislative changes like strong mayor powers, AMCTO policy and government relations staff worked with sector experts to produce a proactive submission with detailed recommendations for long overdue changes to the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)* legislation.

The upward swing in overall membership continued in 2023, with key growth in Full, New Professional and Student membership categories. Targeted marketing campaigns also produced membership growth among chief administrative officers and non-members enrolled in AMCTO fall education and professional development programs. Our 2023 State of the Membership survey highlighted that overall member satisfaction increased to 80% (up from 78% in 2021).

The 2022-2026 Strategic Plan continues to help guide actions by our Board of Directors and staff. 2023 brought the completion of a number of key strategic projects including the launch of the new AMCTO website, new member affinity partnerships and continued growth of the mentorship program.

We would like to thank you once again for being a member. We look forward to serving you in 2024 and beyond!



Board of Directors

Throughout 2023, the AMCTO Board of Directors provided strategic advice and direction on a number of matters focused on meeting the needs of the Association and municipal professionals across the province.

Through a series of six Board meetings held during the year, the Board achieved the following key accomplishments:

- Endorsement and advancement of key advocacy positions on several files: *MFIPPA*, *Municipal Elections Act (MEA)*, *Accessibility for Ontarians with Disabilities Act (AODA)*, and *Women of Ontario Say No*.
- Initiation of targeted membership campaigns which resulted in increased membership from underrepresented categories and overall membership growth.
- Approval of committee restructuring and other tactics that will seek to increase opportunities for meaningful member engagement.
- Starting a diversity, equity, and inclusion audit to address long-standing challenges related to representation within the Association.

In 2024, the Board of Directors continues to focus on the delivery of initiatives derived from the 2022-2026 AMCTO Strategic Plan including the launch of a new fulsome career development program and other initiatives to support the professional growth of our membership.



Legislative & Policy Advisory Committee

The Legislative and Policy Advisory Committee (LPAC) has the following mandate:

“to assist the Association in developing and maintaining a close liaison with all levels of government through the identification and evaluation of key legislative and regulatory issues affecting the responsibilities of Association members”.

Throughout 2023-2024, LPAC focused efforts on advancing:

- modernization of the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*,
- continuous improvement of the *Municipal Elections Act (MEA)*,
- support for municipalities in implementing strong mayor authority, and
- reduction of the municipal administrative and reporting burden.

Despite frequent legislative proposals and amendments making substantial changes to municipal operations, AMCTO’s policy and government relations priorities have moved forward with considerable success. With collaboration from LPAC, staff, working groups and other municipal experts, the Association balanced responses to significant provincial intervention in the municipal space that had very short timeframes for consultations and engagement. In addition to responding reactively, AMCTO continues to be proactive in bringing key items in the [Issue Profile](#) to the forefront for debate and discussion.

2023-2024 Committee Highlights

- Advised on topics and issues to raise during ministerial delegation meetings at the Rural Ontario Municipal Association (ROMA) and Association of Municipalities of Ontario (AMO) conferences
- Informed development of the 2024 Pre-Budget Submission focusing on ensuring modern legislation and reporting requirements, supporting implementation projects, protecting and expanding existing funding streams, and working with municipalities and associations to explore new funding arrangements
- Continued discussions on *Municipal Act* issues and challenges to inform future planning
- Discussed opportunities for research projects in support of the Association’s advocacy efforts
- Discussed advocacy opportunities to protect proper council-staff relations as it relates to codes of conduct improvements.
- Supported the *MEA Working Group* in their review of the *Municipal Elections Act* and provided a recommendation to the Board on a set of proposed amendments.

- Supported a response to the Ministry of Education’s consultation on proposed amendments Regulation 304 under the *Education Act, 1990* requesting a mandatory Professional Activity Day on municipal and school board election day.
- Provided input into the Information and Privacy Commissioner (IPC)’s consultation on its Code of Procedures.
- Provided input into support of the advocacy group, Women of Ontario Say No, to hold municipally-elected politicians accountable for violence and harassment in the workplace.
- Provided input in support of AMO’s campaign for a Social and Economic Prosperity Review.
- Provided feedback on Bill 185: *Cutting Red Tape to Build More Homes Act, 2024* and complementary red tape reduction package informing AMCTO’s submission to key consultations, especially changes to the *Line Fences Act*, municipal reporting requirements, implications for producer pays, and notice requirements.

The Committee continues to serve our Association as a resource through its collective expertise and input. This work enables meaningful legislative and policy discussions while developing a process for putting forth recommendations to the Board of Directors.

AMCTO Advocacy Highlights

- Productive discussions with ministry representatives around the modernization of *MFIPPA* and the *MEA*: Minister of Public and Business Service Delivery, Todd McCarthy, was positive about making legislative changes to modernize *MFIPPA* as soon as possible as well as former Minister of Red Tape Reduction, Parm Gill, who agreed that improvements to the legislation is long overdue
- Productive 2023 AMO conference ministry, NDP, Liberal, and Green Party delegations to discuss AMCTO advocacy priorities as outlined in our Association's Issue Profile
- Submitted [Looking Ahead: A Proactive Submission to Modernize the Municipal Freedom of Information and Protection of Privacy Act](#) to the Minister of Public and Business Service delivery and launched advocacy campaign with [member toolkit](#).
- Released [2022 Post Elections survey](#) with key findings for members to support planning for the 2026 election.
- Submitted [Modernizing the Municipal Elections Act for the 21st Century](#) to the Minister of Municipal Affairs and Housing and launched an advocacy campaign with [member toolkit](#).
- Submitted considerations to the [Federal Ministers of Justice and Public Safety on Foreign Interference](#) and impacts to local election processes.
- Continued engagement with Elections Ontario on its Municipal Working Group on the transition and implementation of a single register of electors.
- Continued to advocate for reduction of administrative and financial burden resulting from a lack of a provincial framework to regulate roadside zoos and exotic animals in collaboration with AMO, Municipal Law Enforcement Officers' Association (MLEOA) and World Animal Protection (WAP)

Advocacy Progress and Member Support

- Supported municipalities transitioning to strong mayor powers through a shared resource and weekly meetings
- Sought clarity and guidance from the Province on gaps and inconsistencies in strong mayor legislation and regulations resulting in additional insight from the Province on implementation



- Sought clarity and guidance from the Province on notice requirements given closures to local newspapers, resulting in regulatory consultations on modernizing notice requirements
- Sought Provincial action on returning to the assessment cycle and providing direction on reassessment. With AMCTO's voice added to the collective voice of the sector, the Province announced a review of the property tax and assessment system.
- Launched new members-only [research curation webpages](#) to further support members' and municipal professionals' knowledge and understanding of sector best practices and policy and public sector trends
- Launched roster of municipal advisors to help support our advocacy efforts and build continued member engagement

Conclusion

Overall, our policy and advocacy work in 2023-2024 has been extremely active in both forwarding the Association's advocacy agenda while balancing responses to significant provincial intervention which has made significant changes to the operations of municipalities. This year's accomplishments have established a strong foundation and built momentum for continued to advocacy of members' interests. The LPAC has been instrumental in providing advice and support to AMCTO staff to ensure the Association continues to be a leading voice of and for municipal professionals.





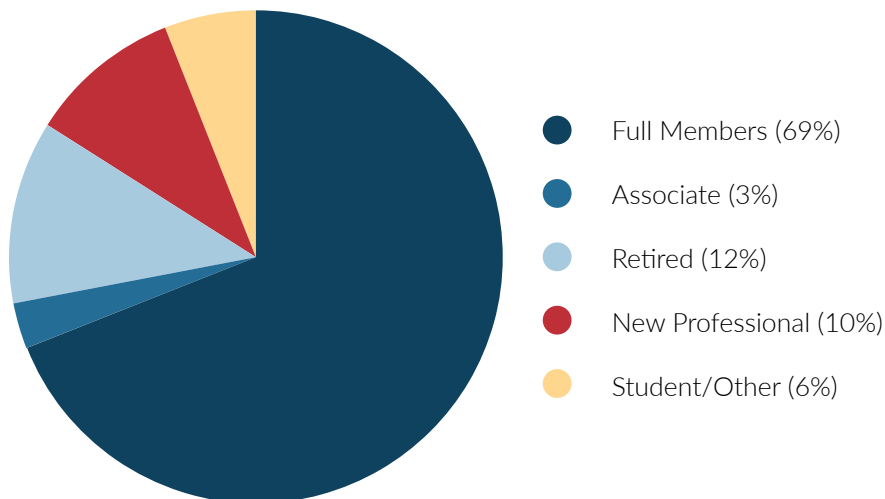
Membership

2023 totals included:

Full Members	1489
Associate	60
Retired	275
New Professional	216
Members in Transition	24
Honourary	12
Student	94
TOTAL	2149

There were 282 new members added in 2023. The overall membership total increased by 3.5% in comparison to 2022 figures.

2023 Membership Distribution



2023 Listing of New Members

NEW MEMBERS

Full, New Professional, Associate

ZONE 1

David Barrick
Chief Administrative Officer
Municipality of Thames Centre

Paul H. Buttery
Asset Management Specialist
City of Sarnia

Susie Cardoso
Legislative Services Coordinator
Municipality of Central Elgin

Donna L. Elliott
Administrative Assistant
Township of Adelaide Metcalfe

Carolynne A. Gabriel
Executive Assistant to the Chief Executive Officer
Middlesex-London Health Unit

Denny Giles
Deputy Clerk
Town of Plympton-Wyoming

Mike Henry
Chief Administrative Officer
Municipality of Southwest Middlesex

Megan Kamermans
Administrative Assistant - Planning Services & Corporate
Records
Municipality of Middlesex Centre

Karly L. Kennedy
Policy & Committee Coordinator
Town of Amherstburg

Amanda Koning
Executive Assistant
Southwestern Public Health

Delany L. Leitch
Deputy Clerk
Municipality of Central Elgin

Joseph Malandrucolo
Director/Clerk, Legal & Legislative Services
Town of Essex

June McLarty
Corporate Services Clerk
Township of Southwold

Johnny M. Pereira
Treasurer
Township of Adelaide Metcalfe

Kelly Provost
Director, Economic Development
City of Sarnia

Scarlett Redman
Records Management Coordinator
Township of Southwold

Craig Robertson
Licence Commissioner/Deputy Clerk
City of Windsor

Sarah Marie Sabihuddin
Deputy Clerk
Town of Amherstburg

Kaitlin R. Sackner
Council Services Assistant
Municipality of Leamington

Adam Sobanski
Director of Public Works
Town of Plympton-Wyoming

Brooke L. Tofflemire
Executive Assistant to CAO & Mayor
Municipality of Lakeshore

Angela E. Toole
Council Coordinator
Town of LaSalle

Terri Towstiuć
Clerk
Municipality of West Elgin

ZONE 2

Shawn Anandakumar
Information Management Analyst
County of Wellington

Ernest Asamoah
Former Student
Conestoga College

Peter C. Avgoustis
Chief Administrative Officer
Township of East Garafraxa

Sarah E. Bothman
Legislative Services Coordinator
Municipality of West Grey

Sherrie A Charter
Projects Control Coordinator
City of Barrie

Kyle J. Coffey
Economic Development Coordinator
Municipality of North Perth

Tracey Collins
Deputy Clerk
Town of South Bruce Peninsula

Carly L. Craig
Deputy Clerk
Township of Georgian Bluffs

Jennifer Crichton
Policy, Records & Committee Coordinator
County of Simcoe

Danielle E. D'Angelo
Administrative Assistant to the Director of Public Works
Town of New Tecumseth

Juan A. Da Silva
Council & Committee Coordinator
City of Guelph

Annette J. Diamond
Director of Legal/Corporate Services
County of Perth

Alana Dick
Administrative Assistant
Township of Howick

Heidi Dorscht
Member
Zone 2

Gordon R. Duff
Treasurer/Deputy CAO
Town of Minto

Imran Esmail
IM Coordinator
County of Wellington

Carrie A. Fairley
Executive Assistant - Committees of Council
Town of The Blue Mountains

Chris Fraresso
Deputy Clerk
Township of Guelph/Eramosa

Barry Godding
Records Clerk
Ontario Ministry of The Solicitor General

Stacy Grenier
Director of Finance/Treasurer
Municipality of Huron East

Denise D. Hickling
Senior Accounting Clerk
County of Simcoe

Carol A. Hopkins
Chief By-Law Officer
Municipality of Northern Bruce Peninsula

Staci Landry
Deputy Clerk
City of Owen Sound

Holly Malynyk
Legislative Assistant
Township of Southgate

Klaudia Mirska
Deputy Clerk/Communications Coordinator
Town of Grand Valley

Samantha Jayne Osborn
Administrative Coordinator
City of Guelph

Jessy Pace
Administrative Assistant
Town of Deep River



Brandon H. McTaggart
Contract & Records Coordinator
County of Grey

Jessica McLean
Manager of Strategic Initiatives
Municipality of North Perth

Carrie J. Murray-Sprague
Council & Committee Coordinator
City of Guelph

Flora Moji Josephs
Development Services Coordinator
Town of Bradford West Gwillimbury

Kesha Daley-Livingston
Law Clerk, Legal Risk Management & Procurement
Town of Bradford West Gwillimbury

Garrett Meades
Council & Committee Coordinator
City of Guelph

Vanessa Morum
Manager of Legal, Risk Management & Procurement
Town of Bradford West Gwillimbury

Rayburn Cheyanne Murray
Legislative Services Coordinator
Township of Georgian Bluffs

Jacob F. Normore
By-Law Enforcement, Property Standards & Licensing
Officer
Township of Puslinch

Krista Pascoe
Deputy Clerk
Township of Essa

Audrey Pascual
Deputy Clerk
Municipality of West Perth

Shannon L. Peart
Administrative Assistant
Township of East Garafraxa

Alexis C. Phillips
Committee Coordinator
Township of Clearview

Peter Routledge
IT & GIS Manager
County of Dufferin

Jodie Sales
General Manager, Strategy, Innovation &
Intergovernmental Services
City of Guelph

Christopher M. Sargent
Legislative Coordinator
County of Simcoe

Tammy Weir
Clerk's Assistant
County of Wellington

Sarah J. Wilson
Executive Assistant
Town of Saugeen Shores

ZONE 3

Kwab Ako-Adjei
Director, Corporate Communications & Engagement
City of Burlington

Briar Allison
Deputy Clerk
County of Brant

Shaunna L. Arenburg
Acting Deputy Clerk
Town of Niagara-on-the-Lake

Maria M. Barrantes Barreto
Council Committee Services Coordinator
City of Cambridge

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Access & Privacy Coordinator
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Azra Basic
Administrative Assistant to The Regional Clerk
Regional Municipality of Niagara

Mariah T. Blake
Committee Administrator
City of Kitchener

Jill M. Binkley, Dipl.M.M.
Supervisor, Elections, Licensing & Administrative
Services
City of Brantford



Kristen Brown
Customer Service Clerk
City of Niagara Falls

Heather Buchanan
City Services Coordinator
City of Woodstock

Mary Carr
Supervisor of Information Management & Archives
City of Cambridge

Amber Chrastina
Administrative Assistant to the Mayor & CAO
Township of Wainfleet

Jessica Marie Dyson
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Patricia Ann Gerrior, Dipl.M.A.
Administrative Assistant II
City of Hamilton

Whitney M. Gilliland
Licensing Clerk
City of Port Colborne

Serena Graci
Committee of Adjustment Secretary-Treasurer
Town of Milton

Andrea N. Harley
Recreation Assistant
City of St. Catharines

Elizabeth A. Harrison
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Town of Milton

Erin Klassen
Council/Committee Support Specialist
Regional Municipality of Waterloo

Erika Kubota
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Neal McDonald
Manager, Transit Maintenance
City of Burlington

Evan McGinty
Deputy City Clerk
City of St. Catharines

Kelly-Anne Lanaus
Zoning Examiner
Town of Oakville

Rachel Latour
Administrative Assistant to the City Clerk
City of Cambridge

Philip A. Lawlor
Manager, Treatment Plant Maintenance
Regional Municipality of Halton

Jeffery F. Lefebvre
Payroll & Accounts Payable Clerk
Niagara Children's Centre

Cayleigh Lundy
Freedom of Information Coordinator
City of Cambridge

R. Ian Maglonzo
POA Court Records Clerk
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Town of Fort Erie

Marilyn Mills
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City of Kitchener

Marlena Stadnik-Misener
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Michael Oliveri
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Township of West Lincoln

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Regional Municipality of Niagara

Huda Rosic
Legislative Clerk
City of Kitchener



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Waterloo Region District School Board

William J.L. Stevenson
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City of Burlington

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Tax Collector/Deputy Treasurer
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Monika T. Tomczyk
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City of Kitchener

Saima Tufail
Deputy Clerk
City of Port Colborne

Katie Viccica
Legislative Services Coordinator
Town of Grimsby

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City of Brantford

Samantha Yew
Manager of Committee Services / Deputy Clerk
City of Burlington

ZONE 4

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Coordinator, Strategy & Government Relations
City of Richmond Hill

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Committee & Elections Coordinator
City of Markham

Abdul Qader Amani
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Goldman, Spring, Kichler & Sanders LLP

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Town of Georgina

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Town of Caledon

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Town of Ajax

Jason McWilliam
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Town of Ajax

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Reynolds Consumer Products Canada Inc.

Sahar Naseer
Access & Privacy Coordinator
City of Brampton

Rumali Perera
Deputy Clerk
City of Pickering

Daniel Ruberto
Trustee Services & Policy Officer
York Region District School Board

Jagdeep Sharma
President & Chief Executive Officer
Toronto Community Housing Corporation



Laura Scott
Real Estate Law Clerk
Town of Whitby

Ishita Sonej
Committee Co-ordinator
Regional Municipality of York

Jennie Hyun-Ji Song
Board Coordinator
Association of Municipalities of Ontario - ONE
Investment Team

Oriana Sharp
Privacy & Information Officer
Peel District School Board

Emily Thomas
Government & Community Relations Coordinator
Toronto Region Conservation Authority

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Committee Services Coordinator
Town of Georgina

Teddi M. Thompson
Licencing Coordinator
Town of Georgina

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Executive Assistant to the CAO
Municipality of Clarington

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Municipal Services Coordinator
Elections Ontario

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Acting Manager
Town of Newmarket

ZONE 5

Joseph Aguanno
Municipal Licencing Enforcement Officer
City of Kawartha Lakes

Zoe Bougie
Public Works Specialist
Township of North Glengarry

Jenna Campbell
Director of Corporate Services
Loyalist Township

Chris Challenger
Rural Economic Development Officer
Township of North Kawartha

Marc Coyle
Manager of Information Systems
City of Belleville

Sara Flaherty
Director of Financial Services/Treasurer
Township of Otonabee - South Monaghan

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Administrative Clerk II
Town of Gravenhurst

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Town of Cobourg

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County of Northumberland

Keith S. Hearst, Dipl.M.A.
Grant & Policy Writer
Town of Cobourg

Sarah Hutson
Deputy Clerk
Township of Algonquin Highlands

Keely-Anne Rose Johnson
Receptionist/Secretary
Township of North Kawartha

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Municipality of Marmora & Lake

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CAO/Clerk
Township of Minden Hills

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Senior Licensing Officer
City of Kawartha Lakes

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Manager
Home Hardware

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County of Peterborough

Sarah Louise Pond
Administrative Assistant
City of Quinte West

Emily Petzold
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Municipality of Hastings Highlands

Keith Puffer
Deputy Treasurer
Municipality of Brighton

Kimberley B. Roberts
Junior Planner
Municipality of Highlands East

Scott Reynolds
Traffic & ROW Management Supervisor
County of Northumberland

Bessie Steele
Administrative Clerk II
Town of Gravenhurst

Brandi Teeple
Deputy Clerk
Loyalist Township

Laura Vaisanen
Deputy Clerk
Township of Lake of Bays

Kayla Weichenthal
Treasurer/Deputy Clerk
Township of Carlow/Mayo

ZONE 6

Katherine Beehler
Training & Emergency Management Coordinator
United Counties of Stormont Dundas & Glengarry

Megan Beson
Deputy Clerk
County of Lanark

Victoria Charbonneau
Clerk
Town of Renfrew

Melanie Chartrand
Stakeholder Relations & Legislative Officer
City of Ottawa

Eric de Gagné
Senior Access & Privacy Analyst
City of Ottawa

Kayce Dixon
Deputy Clerk
Township of South Glengarry

Kyra-Lynn Dobbie
HR/Clerk Assistant
Township of Drummond-North Elmsley

Cristabel M. Estevez
Financial Analyst
United Counties of Leeds & Grenville

Tara Fairbairn
Deputy Clerk
Municipality of South Dundas

Dayna Golledge
Administrative Coordinator, Planning & Building
City of Brockville

Michelle Hannah
Deputy Clerk
Township of South Frontenac

Kris Kurs
Program Manager
City of Ottawa

Meagan Jessica Jessup
Finance Clerk
Township of Admaston/Bromley



Krysta M. Johnston
Deputy Clerk
Municipality of North Grenville

Sharlene M. Lapenskie
Deputy CAO/Clerk Treasurer
Township of Killaloe Hagarty & Richards

Jody L. Legue
Executive Assistant to the CAO
Township of Central Frontenac

Blair MacDonald
Business Development Manager
DataVisual Marketing Inc.

David Andrew McCarthy
Infrastructure & Contract Manager
Town of Deep River

Nathalie Moore
Treasurer
Township of Horton

Jennifer L. Morawiec
General Manager, Client Services/Treasurer
Town of Arnprior

Bernadine McEvoy-Robertson
By-Law Services, Supervisor
City of Cornwall

Lea Anne Munro
Deputy Clerk
Township of North Stormont

Sean Nicholson
Treasurer
Township of Edwardsburgh/Cardinal

Michelle O'Shaughnessy
Communications Coordinator
Township of South Glengarry

Chloe L. Preston
Executive Assistant/Deputy Clerk
Township of North Dundas

Kelsey Smithson
Business Analyst
City of Ottawa

Vivianne Taillon
Tax Collector
Township of North Glengarry

Tana N. Torch
Administrative Coordinator
Town of Smiths Falls

Scott Tulk
Manager, Digital Transformation, Architecture & Planning
City of Kingston

David Unrau
Chief Administrative Officer
City of Pembroke

Aaron R. Watt
Deputy Clerk
Tay Valley Township

Eric S. Withers
Director of Development & Environment
Town of Renfrew

Timothy James Wright
Director of Public Works
Township of North Glengarry

ZONE 7

David E. Gray
Director of Economic Development
Township of Armour

Laura M. Brandt
Deputy Clerk, Recreation & Communications
Municipality of Magnetawan

Katey L. Brimacombe
Deputy Clerk
Township of Joly

Pamela V. Fogal
Deputy Clerk/Treasurer
Town of Gore Bay

Rheal Forgette
Chief Administrative Officer
Municipality of Markstay – Warren

Sabrina Green
Manager of Planning & Development
Township of Bonfield

Jennie Letto
Payroll/Tax Clerk
Municipality of Markstay – Warren



Patricia Mader
Municipal Coordinator
Municipality of Central Manitoulin

Janet Evelyn Maguire
Clerk
Township of Johnson

Jadah D McLaren
Finance Coordinator
Township of Strong

Gabrielle Nicholson
Junior Financial Analyst
City of Sault Ste. Marie

Andrew Nowlan
Municipal Administrator
Township of Prince

Allison Quinn
Deputy Clerk
Municipality of Powassan

Jenny Ritchie
Senior Accountant/Tax Collector
Township of Carling

Alison J. Scarrow
Executive Assistant
Township of The Archipelago

ZONE 8

Lynn A. Aube
Clerk Assistant
Township of Matachewan

Johanna Aline Berube
Protective Services/Deputy Clerk
Town of Smooth Rock Falls

Lloyd Crocker
Treasurer
Town of Kirkland Lake

Jennifer Frances DeLenardo
Finance Administrative Clerk
Town of Englehart

Shaleen K. Hynds
Accounting Clerk
Township of Matachewan

Clinton Johanson
Director of Development Services
Town of Kirkland Lake

Holly Lachance
Deputy Treasurer
Town of Iroquois Falls

Mireille Lemieux
Treasurer
Town of Hearst

Johanna Paradis
Community Services Coordinator
Town of Englehart

Amberly Spilman
Deputy Clerk & Executive Assistant
Town of Kirkland Lake

ZONE 9

Tessie Blouin
Financial Administrative Assistant
Municipality of Greenstone

Michelle L. Brusven
Deputy Clerk
Township of Alberton

Jonathan R. Burrows
Chief Building Official / Municipal Planner
Town of Fort Frances

Melanie Davis
Policy & Research Analyst
City of Thunder Bay

Stephanie E. Kirk
Access & Privacy Officer
City of Thunder Bay

Aaron C. MacGregor
Deputy Treasurer
Township of Manitouwadge

Leanne Maxwell
Treasurer
Township of Conmee

Kimberley McCart
Executive Coordinator
Kenora District Services Board



Natasha J. Payeur
Manager Finance & Accounting
Municipality of Greenstone

Matthew Van Ramshorst
Lottery Licensing Officer
City of Thunder Bay

Patty Robinet
City Solicitor
City of Thunder Bay

Mia M. Sexton
Deputy Clerk
Town of Fort Frances

Lisa M. Sheppard
CAO/Clerk-Treasurer
Township of Alberton

Jeff J. Walters
Communications Officer
City of Thunder Bay

Christina Wakefield
City Archivist
City of Thunder Bay

Jessica Wick
Deputy Clerk
Township of Armstrong

Lori Wiitala
Committee Clerk & Legislative Specialist
City of Thunder Bay

Tara S. Wupori
Deputy Clerk/Treasurer Intern
Township of Conmee

Mark A. Vermette
Chief Administrative Officer
Municipality of Red Lake

NEW STUDENT MEMBERS

BISHOP'S UNIVERSITY

Blyth Amelia Moon Kelly
Student Elementary Edu.

CONESTOGA COLLEGE

Andrea Victoria R. Amog
Student, Interdisciplinary Studies

Isaac King
Student, Public Service

Smarth Oberoi
Student, Public Service

Anjolaoluwa Akintunde-Ige
Student, Public Service

CENTENNIAL COLLEGE

Elisabeth Dupuis
Student, Business

DURHAM COLLEGE

Nikita R. Cava
Student, Human Resources Management

FANSHAW COLLEGE

Jodi Smith
Student, Human Resources

MCMASTER UNIVERSITY

Maria Durrani
Student, Political Science

Spencer J. Naylor
Student, Political Science

QUEEN'S UNIVERSITY

Gabrielle M. Glasier
Student, Master's Political Science

SENECA POLYTECHNIC

Nahid Bahmanpour
Student, Public Administration

Hayley Nicole Butcher (Lundy)
Student, Public Administration



Shereece C. McDavid
Student, Public Administration

Ebrar Incedayi
Student, Public Administration

Dawson Stone
Student, Public Administration

Karen Stoute
Student, Public Administration

Verda Tariq
Student, Public Administration Program

TORONTO METROPOLITAN UNIVERSITY (FORMERLY RYERSON)

Arshveer Dorka
Student, Planning

Sigrid Joseph
Student, Public Administration & Governance

Vinitaa Rajasingaam
Student, Public Administration

UNIVERSITY OF GUELPH

Emma J. Folkema
Student, Bachelor of Arts - General

Kyle Hoffmann
Student, Political Science

Alexander Thorne
Student, Economics & Finance

UNIVERSITY OF OTTAWA

Annabelle Demers
Student, BCom & J.D Program

UNIVERSITY OF TORONTO

David Schoenholz
Student, Urban Innovation

Naomi M. Codo
Student, Urban Innovation

Jananee Savuntharanathan
Student, Master of Urban Innovation

Angelina P. Audette
Student, Arts & Science

Paw Roe Shee
Student, Master of Urban Innovations

Yueren Zhang
Student, Master of Urban Innovations

WESTERN UNIVERSITY

Ayodeji Ajibaye
Student, Masters Public Administration

Daniel Cardoso
Student, Public Administration

Christa Cowell
Student, Public Policy

Bruce Yu
Student, Social Science

WILFRED LAURIER UNIVERSITY

Anju Air
Student, Master Environmental Studies

Justin P. Doolittle
Student, Political Science

Valdrin Dragusha
Student, Political Science

Tatyana Feiner
Student, Masters of Environmental Studies

Brett Reid
Student, Master of Applied Politics

Hadia Usman
Student, Master of Applied Politics

YORK UNIVERSITY

Melissa C. Pews
Student, Liberal Arts & Professional Studies

2023 Membership Milestones

5 YEARS OF MEMBERSHIP

Lisa Ambeau
Tracey L. Atkinson, Dipl.M.M.
Nancy A. Austin, Dipl.M.A.
Erin C. Babcock
Kyla Bell
Kerry A. Bellamy
Jason R. Boyer, Dipl.M.A.
Susan Brown, Dipl.M.M.
Kelli Campeau, AMP, AOMC, Dipl.M.A.
Jennifer J. Capes
Amanda Carter
Rowland F. Cave-Browne-Cave
Jessie Clark, Dipl.M.A.
Katie M. Clarke
Sarah Kathleen Corbett, Dipl.M.A.
Chad J. Curtis
Cynthia Lynn Deachman
Kevin C. Dickins
Sébastien Dion, AOMC
Steven B. Dollmaier
Lindsay A.M. Donaldson
Jamie M. Eckenswiller, AMP
Dianna L. Everson
John W. Fishback
Quinn Foerter, AMP
Leah Fraser
Christine E. Fraser-McDonald
Helen Fylactou, Dipl.M.M.
Martha M. Gawley
Troy Gilmour
Tom Halinski
Lisa R. Daley
Virginia P. Montminy
Lisa K. Hall, Dipl.M.A.
Fiona M. Hamilton
Charlene R. Hammond
Michelle E. Hendry
Keshia Horbul
Melanie E. Hudson
Stuart J. Huxley
Brian R. Inglis
Shannon JM Jeffries
Katelyn Johns
Rebecca S. Johnson
Shannon L. Johnson, Dipl.M.A.
Penny Kelly
Jeffrey King

Terri A. Knight Lepain
Erin M. Kwarciak, Dipl.M.A.
Erin S. Laforest
Carson J.E Lamb
Dave E. Landers
Brent Larmer
Sherry Lynn Leitch
Kristina E. Lepik, Dipl.M.A.
Jonathan M. Magill
Kenneth Man
John Mascarin
Kelly McCarthy
Alison McGregor
Mary Beth McMullen, Dipl.M.M.
Alice Mercier
Tara Mieske, Dipl.M.A., Dipl.M.M.
Angela R. Millar
Carmen Miller, AOMC, Dipl.M.A.
Kristina E. Miousse
Jana Bea Nethercott
Kristen D. Newman
Jessica P. Ngai
Valérie Parisien
Crystal M. Penney, Dipl.M.A.
Lynn Phillips
Kelly Georgia Picken, AOMC, AMP, Dipl.M.A.
Laura J. Pickersgill, AMP, Dipl.M.A.
Soumaya Qureshi
Christine N. Reed, Dipl.M.A.
Emmie L. Carlson, Dipl.M.A.
Cayla R. Reimer, AMP, Dipl.M.A.
Danielle M. Richard
Malorie Robinson
Annie Renée Rochefort, Dipl.M.A.
Tracey L. Rodrigues
Gerald F. Spencer
Darlene F. Stone
Jackie Trenholm
Matthew J. Trennum, Dipl.M.A.
Mary Ellen Truelove
Nathalie Vachon
Christine Vigneault, AMP, Dipl.M.A.
Justin Watkins
Charlene Watt, Dipl.M.M.
Amberly Weber
Jennifer F. White
Tania Leanne Wilson



10 YEARS OF MEMBERSHIP

Renée L. Ainsworth, AOMC, Dipl.M.A.
Rae Ann Bauman
Dolores Black
Stacey L. Blair, Dipl.M.A.
Briana Bloomfield
Catalina Blumenberg
Tim J. Brubacher, AMP, Dipl.M.A.
Laura Bruni, Dipl.M.A.
Joanne Camiré Laflamme
Sarah J. Culshaw
Amanda F. D'Angelo
Tanya N. Daniels, Dipl.M.M.
Shelley L. Darlington, Dipl.M.M.
Stacy M. Dedlow
Natasha L. Devos
John Elvidge
Allyson Euler
Nancy Fiorentino, Dipl.M.M.
Shellee Fournier, CMO, Dipl.M.A.
June E. Gallagher, Dipl.M.A.
Erin Gignac-Robinson
Annette C. Gilchrist, CMO, AOMC, Dipl.M.M.
Barb Goodwin
Andy P. Grozelle
Amanda Gubbels, Dipl.M.M.
Caitlin C. Haggart
Marsha L. Hawthorne, Dipl.M.A.
Andrea Holland
Kevin J. Jacob
Craig A. Kelley, CMO, Dipl.M.M.
Laurie Kennard
Carolina Khan
Grace Kosch
Kimberley A.F. Kowch
Joanna Kurowski
Heather M. Lajeunesse
Amber LaPointe
Jennifer Lawrie, CMO
Daphne J. Livingstone, CMO, Dipl.M.A.
Danielle C. Manton, AOMC, Dipl.M.M.
Raylene M. Martell, Dipl.M.M., Dipl.M.A.
Leanne Martin
Kay Matthews
Cassandra D. McGregor
Michele Moore, Dipl.M.A.
Jodi L.A. Morrison
Jeffrey Morrison, Dipl.M.M.
Denyse Morrissey
Beverly A. Mullins, CPA,CMA
Kevin Narraway, CMO, Dipl.M.A.

Ann-Marie Norio, Dipl.M.A.
Tracey Pillon-Abbs, CMO
Michael de Rond
Kim D. Rose, Dipl.M.A.
Diana Rusnov
Ashley Sage, Dipl.M.A., Dipl.M.M.
C. Sarah A. Elliott, Dipl.M.A.
Robin Schumacher
Kathryn Scott
Mary Simpson
Matt Smith, Dipl.M.A.
Maureen M. Spratt, CMO-R
Marie T.W. Steiner
David A. Stewart, CMO
Tracey L. Tiersma, Dipl.M.A.
Peter J. Todd, Dipl.M.A.
Karen D. Vellenga, Dipl.M.A.
Karren Wallace, Dipl.M.A.
Pam Walsh
Suzanne Walton, Dipl.M.A.
Faye West, CPA

15 YEARS OF MEMBERSHIP

Cathy E. Addison
Jannette Amini, AOMC, CMO, Dipl.M.M.
Kimberly Ballance
Cathy Bradley
Sue Bragg
Raffielina Bulgaretti
Typhany Choinard, CMO, AOMC
Cindy Craftchick
Kristine Croskery-Hodgins
Sherri A. Edgar
David Forfar, Dipl.M.M.
Louise Fragnito, Dipl.M.M.
Corrina Giles, CMO
Sheelagh Hendrick
Patricia Hossie
Patricia Huffman, CMO
Suzanne Klatt, CMO, AOMC, Dipl.M.A.
Kelly-Anne Lanaus
Caitlin Salter MacDonald, AOMC
Warren Marshall
Bill Matson
Kevin McLlwin
Deborah Miller
Stephanie Nagel
Stephen D. O'Brien, AOMC
Kelly Paleczny
Angele Proulx
Tara Reynolds



Angela Sharbot, Dipl.M.A.
Nicole Slote
Matt Szybalski
Karen Way
Cherry Wyonch, CMO-R

20 YEARS OF MEMBERSHIP

Lisa Ainsworth
Kitty Bavington
Candy Beauvais
James D. Brennan
Angela Cathrae, AMCT
Linda Cheyne
Angela Chittick
Donna Clermont
Judy Dezell
Kristine Douglas
Janet Ferguson
Steven P. Freitas
Nicky Kunkel
Fernando Lamanna, CMO, Dipl.M.M.
Carrie Lewis
Amanda Maboo, CMO, Dipl.M.M.
Jodi MacArthur, Dipl.M.M.
Bryan Martin
Kathryn Moyle, Dipl.M.M.
Martha Pettit
Jacinthe Renaud
Anne Whalen
Tammy Wylie

25 YEARS OF MEMBERSHIP

Heather Anderson, AMCT
Bruce M. Beakley, CMO
Anne E.H. Bell, AMCT
Denise Corry, CMO, AMCT
Martin B. Hazell, CMO-R
Denise B. Holmes, AMCT
Jamie Hunter
M. Kim Davis, AMCT
Kimberley Kitteringham
Audrey Lee, AMCT
Christine Martin, AMCT
Victoria McDonald, AMCT
Mary L. McGriskin, AMCT
Kerri Mighton, AMCT
John S. Monck
Tracy Newton, AMCT
Jeff Oberman
Sebastian Pirrone, AMCT

Jack Rosien, AMCT
Marion Turner, AMCT

30 YEARS OF MEMBERSHIP

Janet Andrews, AMCT
Jill Armstrong, AMCT
Bradley A. Bartlett, AMCT
Patrick Berrey, AMCT
Barbara Black, AMCT
Scott J. Bryce, AMCT
Raymond D. Callery, CMO, Dipl.M.M.
Cathy Case, AMCT
A.P. Crawford, CMO-R
Jeffrey Jackson, AMCT
Kim Johnston, AMCT
Andrew Kerr, AMCT
Janet Kurasz, AMCT
Troy McHarg, AMCT-R
Heather Mifflin, AMCT
Kerri O'Kane, CMO
Annette Robson, AMCT
Joan Sargeant, AMCT
Donna Schonauer, AMCT
Michelle Smibert, AOMC, CMO
Marjorie Stewart, AMCT
Denise Tickner, AMCT
Linda White, AMCT

35 YEARS OF MEMBERSHIP

Lee Ann Wetzel
David G. Aristone, AMCT
Donna Besman, AMCT
Anna Boily, CMO
Deborah A. Buckley, AMCT
Kim Coates, AMCT
Darlene E. Faulkner, AMCT
Rob Ford, CPA, CMA, AMCT
Paul A. Gravelle, AMCT
Alton Hobbs, AMCT
Denis Kelly, AMCT
Patsy E. Kemp, AMCT
Marion I. Koepke, AMCT
Kyle S. Kruger, CMO-R
Ann Kubica, AMCT
Mary L. MacKenzie, CMO-R
Mark G. McDonald, AMCT
Barbara McEwan, CMO-R
Tammy McKelvey, AMCT
Lorena Thompson, AMCT
Joan Thomson, CMO, AMCT



Judy Tooley, AMCT
Judith Ward, AMCT
Bryon Wilfert P.C., AMCT
Nancy Wright-Laking, CMO-R

40 YEARS OF MEMBERSHIP

Dianne Caryn, AMCT
Mary Jane Lee, AMCT
Duncan McTavish, AMCT
Yvonne L. Robert, CMO-R, AOMC, AMCT
Susan Southwell, AMCT

45 YEARS OF MEMBERSHIP

John K. Bice, AMCT
Laura S. Lee, AMCT
Gary Napper, AMCT

50 YEARS OF MEMBERSHIP

John McLachlan, AMCT
Charles David Weldon, AMCT



2023-2024 Accreditations

Certified Municipal Officer (CMO) Accreditations

ZONE 1

James Hutson, AOMC
Clerk
Municipality of Middlesex Centre

ZONE 2

Adam Smith
Director of Planning & Development Services
Town of the Blue Mountains

ZONE 4

Isabel Leung, Dipl.M.M.
Deputy City Clerk
City of Vaughan

Paul Pirri
Senior Manager, Economic Development
Town of Whitby

ZONE 5

Emily Cartlidge, AOMC, Dipl.M.A.
Municipal Clerk
Township of Alnwick/Haldimand

Joseph Reid
General Manager, Transportation & Operational
Services
City of Belleville

Accredited Municipal Professional (AMP) Accreditations

ZONE 2

Sarah Karabin, Dipl.M.A.
Legislative Services Coordinator
Township of Ramara

ZONE 5

Samantha Woods
Land & Agreements Coordinator
Township of Lake of Bays

ZONE 6

Allison Merkley, Dipl.M.A., Dipl.M.M.
Development Services Analyst
Township of Rideau Lakes



Accredited Ontario Municipal Clerk (AOMC) Accreditations

ZONE 1

Jennifer Alexander, Dipl.M.A.
Acting Clerk
Town of Tecumseh

James Hutson, AOMC
Clerk
Municipality of Middlesex Centre

ZONE 3

Amanda L. Fusco, CMO, Dipl.M.A.
Director of Legislative Services/City Clerk
City of Kitchener

ZONE 4

Ryan Ban
Deputy City Clerk
City of Richmond Hill

ZONE 5

Emily Cartlidge, AOMC, Dipl.M.A.
Municipal Clerk
Township of Alnwick/Haldimand

Maddison Mather, Dipl.M.M.
Manager Legislative Services/Clerk
County of Northumberland

Kelly Georgia Picken, AMP, Dipl.M.A.
Deputy Clerk
Township of North Kawartha

Kari Stevenson, Dipl.M.A., Dipl.M.M.
Clerk/Director, Legislative Services
County of Peterborough

ZONE 7

Rachel Tyczinski, CMO
City Clerk
City of Sault Ste. Marie

Madison Zuppa, CMO, Dipl.M.A.
Deputy City Clerk
City of Sault Ste. Marie





Financial Performance

A copy of the auditors' report and audited financial statements for the year ending December 31, 2023 for the AMCTO, as prepared by management and audited by the firm BDO Canada LLP is attached to this report for consideration.

The "Statement of Financial Position" shows net assets of \$1,988,455 at the end of 2023. This is comprised primarily of reserves and reserve funds for general operations, education and innovations, strategic initiatives and government relations. These reserves and reserve funds have increased by \$234,461 from the 2022 levels from the 2023 Operating Surplus.

The "Statement of Operations" shows that total revenues for 2023 were higher than the total revenues for 2022 as demand for Education and Corporate Training programs were strong through the year. Additionally, the Association recognized an unrealized gain in its long-term investment in 2023 after the portfolio experienced a large unrealized loss in 2022 due to the rising interest rate environment. Total expenditures have increased in line with revenues due to direct program delivery costs and an increase to cost-of-living allowance. Cumulatively, the Association realized an Operating Surplus of \$234,461 for the 2023 fiscal year.

In considering the 2023 Operating Surplus, the following key operating variances compared to budget for the year should be noted:

Membership (approx. \$3,300 net shortfall)

- The total number in the full members category was slightly below plan in 2023 by just under two percent, specifically in the planned number of members paying full rate dues. This was slightly offset by the number of new professional members joining the Association being above plan.

Accreditation Programs (approx. \$4,200 net surplus)

- The number of applications for the Association's three accreditation programs exceeded target for the year by nearly double as efforts to promote and support members to submit applications has resulted in more completed applications. This has resulted in a significant increase in revenue from the portfolio for the year.

Education Programs (approx. \$130,200 net surplus)

- There were additional unplanned education offerings this year which resulted in an increase in

both revenues and expenses compared to plan. An unplanned in-person Executive Diploma in Municipal Management (EDMM) cohort at a municipality and additional Municipal Administration Program (MAP) in-class offerings pushed education program revenues above target this year. Both Municipal Clerks Institute (MCI) Level 1 and 2 continue to see strong demand with all three offerings this year at near capacity. The EDMM and MAP in-class offerings came with additional costs to run the programs which include instructor travel, teaching and marking fees putting expenses above plan this year. The overall net result was an increase in net revenues compared to plan for the year.

Professional Development Programs (approx. \$30,600 net surplus)

- The majority of the Association's core training events were held virtually in 2023 as planned and overall registrations were in line with budget. The Association entered the year with strong demand for corporate training which continued from the previous year, resulting in the number of contracts executed above target which pushed revenues and associated program expenses above plan.

Annual Conference (approx. \$1,900 net surplus)

- Overall revenues in delegate registrations, sponsorship and exhibitor tradeshow revenues were on plan. The investment in staff training and reevaluating sponsorship opportunities continued to generate increased interest in corporate sponsorship and tradeshow in 2023. This led to some increased costs but was offset with additional sponsorship revenue. Overall food and beverage costs were higher than expected as inflation was reflected in final costs closer to the date of the conference.

Publications (approx. \$3,000 net surplus)

- There was a significant increase in print advertising revenue in the Municipal Minute in the first half of 2023, which was offset with a lower-than-expected number of subscriptions to the Ontario Municipal Directory.

Legislative Services (approx. \$8,400 net surplus)

- Planned expense for in-person meetings for the Legislative & Policy Advisory Committee did not occur resulting in a net surplus for the year.

Communications and Marketing (approx. \$32,500 net shortfall)

- Demand for Standard Job Ads was significantly lower than planned, which was offset with a higher-than-expected uptake in Featured Ads, resulting in an overall net decrease in revenue for the year. Additionally, sponsored Professional Development revenues were below plan as there was limited interest from sponsors.

Administration (approx. \$159,300 net surplus)

- Overall, the Association was on budget in administration costs with a number of areas where costs either exceeded or fell below the budgeted amounts. The majority of the net surplus in 2023 was due to \$61,000 in unrealized gains in the fair market value of the Association's short-term investment portfolio and an increase of \$37,000 in investment income compared to budget.

Staff Wages & Benefits (approx. \$5,900 net surplus)

- The Association began 2023 with a full staff complement. The slight net surplus is from base



salary and pension plan contributions savings due to a temporary leave, which was offset by an accrual for qualified merit-based variable compensation for 2023 performance reviews based on the personnel policy.

Status of AMCTO Reserves

AMCTO continues to hold a strong overall financial position. At the end of 2023, the Association had approximately \$2,840,000 on-hand in the form of cash or investments.

Included in the above-noted funds on-hand were restricted and unrestricted Reserves totaling \$1,988,455. Some of these Reserves have been set aside to finance future Association activities in the areas of education and innovation; strategic innovations and government relations. In addition, a total of approximately \$1,120,537 has been placed in an Operating Reserve to finance ongoing Association operations in the event that there is ever a serious decline in overall Association revenues.

The AMCTO Board continues to manage the Association's assets and programs in a manner that provides members with key, quality services. The Board will, however, continue to be diligent in pursuing operating efficiencies while also continuing to ensure that funds are set aside and/or utilized so that an appropriate match between the funds on-hand and the Association's longer term strategic goals and objectives is maintained.

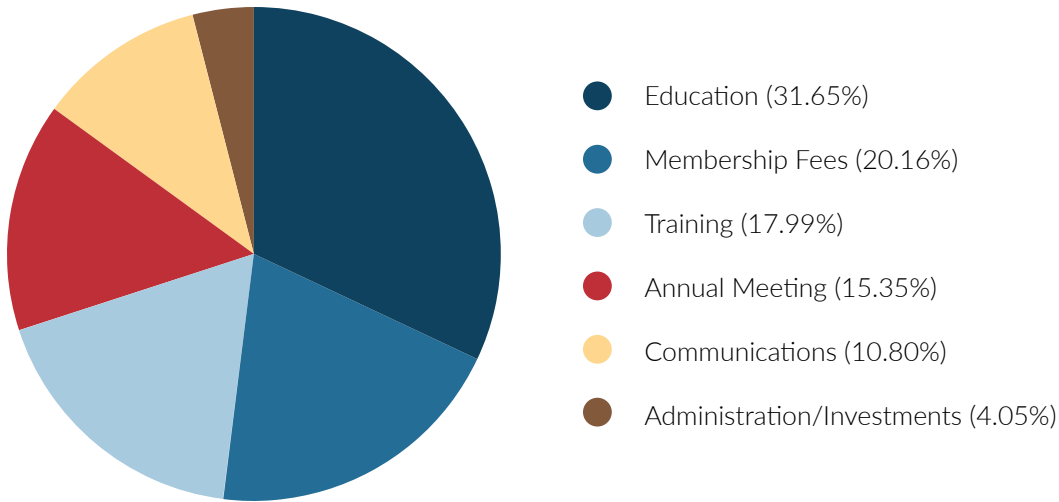


2023 Revenue by Function

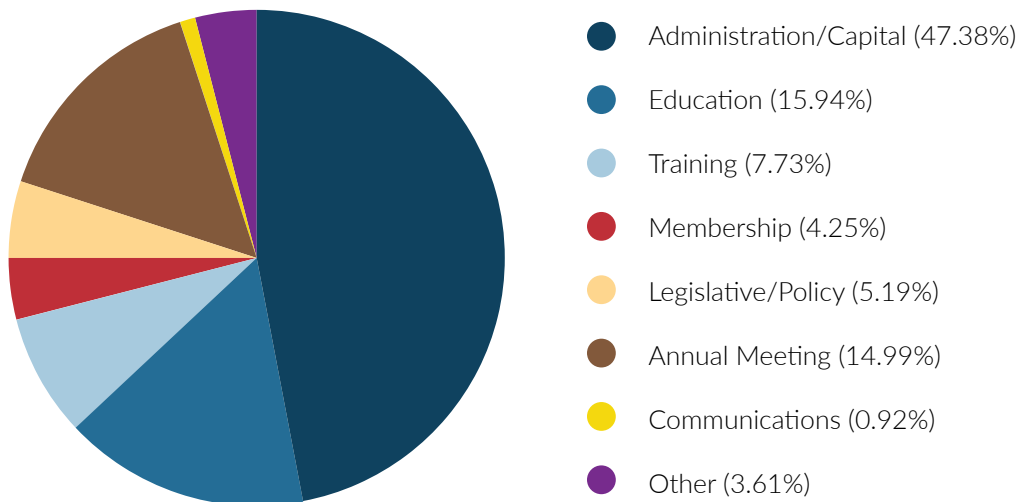
- 2023 revenues from all sources totaled \$3,528,590.
 - This represents an increase of \$706,614 or approximately 25.0% as compared to 2022.
- 2023 expenditures increased to a total of \$3,294,129.
 - This represents an increase of 8.90% or \$269,307 relative to the 2022 expenditures.

The following charts show the distribution of revenues and expenditures among the various functions of the Association.

2023 Revenue by Function



2023 Expenditures by Function



Detailed financial statements are included in the following pages.



**Association of Municipal Managers, Clerks
and Treasurers of Ontario**
Financial Statements
For the year ended December 31, 2023

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BDO Canada LLP
360 Oakville Place Drive, Suite 500
Oakville ON L6H 6K8 Canada

Independent Auditor's Report

To the Members of the Association of Municipal Managers, Clerks and Treasurers of Ontario

Opinion

We have audited the financial statements of the Association of Municipal Managers, Clerks and Treasurers of Ontario (the "Association"), which comprise the statement of financial position as at December 31, 2023, and the statements of operations, changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Association as at December 31, 2023, and its operating results and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Association in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Association or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Association's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

BDO Canada LLP, a Canadian limited liability partnership, is a member of BDO International Limited, a UK company limited by guarantee, and forms part of the international BDO network of independent member firms.





Independent Auditor's Report (continued)

Auditor's Responsibilities for the Audit of the Financial Statements (continued)

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

BDO Canada LLP

Chartered Professional Accountants, Licensed Public Accountants

Oakville, Ontario
May 6, 2024



**Association of Municipal Managers,
Clerks and Treasurers of Ontario
Statement of Financial Position**

December 31 **2023** **2022**

Assets

Current assets

Cash	\$	652,521	\$	585,645
Accounts receivable		29,877		56,770
Prepaid expenses		67,374		84,507
		749,772		726,922

Long-term investments (Note 2)		2,090,451		1,820,194
Capital and intangible assets (Note 3)		110,817		111,514

\$ 2,951,040 **\$ 2,658,630**

Liabilities and Net Assets

Current liabilities

Accounts payable and accrued liabilities (Note 4)	\$	268,687	\$	276,000
Deferred revenue		682,157		566,767
		950,844		842,767

Deferred lease inducement (Note 5)		11,741		31,869
CEBA Loan (Note 8)		-		30,000
		962,585		904,636

Net assets

Invested in capital and intangible assets		110,820		111,517
Internally restricted funds				
Education and innovations		301,252		266,083
Strategic initiatives		243,305		208,136
Government relations		184,765		149,596
Operations		1,120,537		991,583
Unrestricted		27,776		27,079
		1,988,455		1,753,994
		\$ 2,951,040		\$ 2,658,630

On behalf of the Board:

_____ Director

_____ Director

The accompanying notes are an integral part of these financial statements.



**Association of Municipal Managers,
Clerks and Treasurers of Ontario
Statement of Operations**

For the year ended December 31	2023	2022
Revenue		
Education	\$ 1,116,704	\$ 852,168
Training	634,669	610,284
Membership fees	711,412	670,823
Express broadcast service	340,028	393,490
Annual meeting	541,509	446,866
Publications	41,212	27,779
Investment gain (loss) (Note 2)	143,056	(179,434)
	3,528,590	2,821,976
Expenses		
Head office operations	1,091,100	983,586
Education	525,239	500,964
Annual meeting	493,684	449,442
Office administration	440,142	430,605
Training	254,505	227,347
Legislative review and research	170,880	150,838
Other	118,999	133,087
Membership	139,933	92,587
Amortization of capital and intangible assets	29,412	29,418
Express broadcast service	16,438	14,667
Publications	13,797	12,281
	3,294,129	3,024,822
Excess (deficiency) of revenue over expenses	\$ 234,461	\$ (202,846)

The accompanying notes are an integral part of these financial statements.



Association of Municipal Managers, Clerks and Treasurers of Ontario Statement of Changes in Net Assets

For the year ended December 31

	2023					2022	
	Invested in capital and intangible assets	Education and innovations fund	Strategic initiatives fund	Government relations fund	Operations fund	Unrestricted	Total
Net assets, beginning of year	\$ 111,517	\$ 266,083	\$ 208,136	\$ 149,596	\$ 991,583	\$ 27,079	\$ 1,753,994
Excess (deficiency) of revenue over expenses	-	-	-	-	-	234,461	(202,846)
Purchase of capital and intangible assets	28,715	-	-	-	-	(28,715)	-
Amortization of capital and intangible assets	(29,412)	-	-	-	-	29,412	-
Fund transfers (Note 1)	-	35,169	35,169	35,169	128,954	(234,461)	-
Net assets, end of year	\$ 110,820	\$ 301,252	\$ 243,305	\$ 184,765	\$ 1,120,537	\$ 27,776	\$ 1,988,455
							\$ 1,753,994

The accompanying notes are an integral part of these financial statements.



**Association of Municipal Managers,
Clerks and Treasurers of Ontario
Statement of Cash Flows**

For the year ended December 31	2023	2022
Cash provided by (used in)		
Operations		
Excess (deficiency) of revenue over expenses	\$ 234,461	\$ (202,846)
Adjustments to reconcile excess (deficiency) of revenue over expenses for the year to cash from operations		
Amortization of capital and intangible assets	29,412	29,418
Unrealized loss (gain) on long-term investments (Note 2)	(61,158)	181,319
Amortization of deferred lease inducement (Note 5)	(20,128)	(20,128)
	182,587	(12,237)
Changes in non-cash working capital balances		
Accounts receivable	26,893	46,859
Prepaid expenses	17,133	(7,471)
Accounts payable and accrued liabilities	(7,313)	(13,619)
Deferred revenue	115,390	66,425
	334,690	79,957
Investing activities		
Acquisition of capital and intangible assets	(28,715)	(76,809)
Net (increase) decrease in long-term investments	(209,099)	85,196
	(237,814)	8,387
Financing activity		
Repayment of CEBA loan	(30,000)	-
Increase in cash during the year	66,876	88,344
Cash, beginning of year	585,645	497,301
Cash, end of year	\$ 652,521	\$ 585,645

The accompanying notes are an integral part of these financial statements.



Association of Municipal Managers, Clerks and Treasurers of Ontario

Notes to Financial Statements

December 31, 2023

1. Nature of Operations and Summary of Significant Accounting Policies

Nature of Organization

The Association of Municipal Managers, Clerks and Treasurers of Ontario (the "Association") is a not-for-profit organization providing education, accreditation, leadership, and management expertise for Ontario municipal sector. The Association is exempt from income taxes provided certain requirements of the Income Tax Act (Canada) are met.

Basis of Presentation

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations.

Revenue Recognition

The Association follows the deferral method of accounting.

Membership fees are recognized as revenue in the fiscal year to which they relate as the related services are provided by the Association. Fees for education, training, annual meeting, express broadcast service and publications are not considered earned upon receipt and are recorded as deferred revenue until the service is provided.

Investment income on the long-term investments is recorded to the Unrestricted fund when earned.

Government assistance received are recorded as revenue in the year in which the related expenses are incurred.

Capital and Intangible Assets

Capital and intangible assets are recorded at their cost less accumulated amortization. Amortization is provided on a straight-line basis over the assets' estimated useful lives as follows:

Computer equipment	-	25%
Furniture and fixtures	-	10%
Leasehold improvements	-	straight-line basis over the term of the lease
Website development costs	-	25%



**Association of Municipal Managers,
Clerks and Treasurers of Ontario
Notes to Financial Statements**

December 31, 2023

1. Nature of Operations and Summary of Significant Accounting Policies (continued)

Deferred Lease Inducement

The deferred lease inducement relates to the reimbursement of future rent by the landlord and is being amortized on a straight-line basis over the term of the lease.

Internally Restricted Funds

Internally restricted funds have been designated by the Directors for the following purposes:

- (a) Education and innovations fund - To provide for the development of new education and training materials or other program innovations;
- (b) Strategic initiatives fund - To provide funding to offset budgetary impact of initiatives or studies undertaken by the Association to advance the attainment of strategic goals set out by the board-approved strategic plan;
- (c) Government relations fund - To provide funding for the acquisition of external government relations consulting assistance for specific issues of major importance to the Association's membership; and
- (d) Operations fund - To provide for future operating contingencies.

Allocations to (from) each of these internally restricted funds are determined as part of the annual budget process with further determinations made following review of the annual financial results.

The Members approved a transfer of \$234,461 from Unrestricted fund to internally restricted funds (2022 - \$202,846 from internally restricted funds to Unrestricted fund).

Use of Estimates

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the year. Significant items subject to such estimates and assumptions include the carrying amount of capital and intangible assets, fair value of investments, and accrued liabilities. Actual results could differ from those estimates.



**Association of Municipal Managers,
Clerks and Treasurers of Ontario
Notes to Financial Statements**

December 31, 2023

1. Nature of Operations and Summary of Significant Accounting Policies (continued)

Financial Instruments

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial instruments are reported at cost or amortized cost less impairment, except for long-term investments, which are subsequently measured at fair value. Financial assets are tested for impairment when changes in circumstances indicate the asset could be impaired.

Transaction costs incurred on the acquisition, sale or issue of financial instruments are expensed for those items re-measured at fair value at each balance sheet date and charged to the financial instrument for those measured at amortized cost.

2. Long-term Investments

	2023		2022	
	Fair Value	Cost	Fair Value	Cost
Money market	\$ 179,770	\$ 179,770	\$ 33,825	\$ 33,825
Fixed income	1,910,681	2,040,373	1,786,369	1,977,219
	\$ 2,090,451	\$ 2,220,143	\$ 1,820,194	\$ 2,011,044

Included in investment income is \$81,898 of interest income (2022 - \$53,344), realized investment loss of \$nil (2022 - \$51,459) and unrealized investment gain of \$61,158 (2022 - unrealized investment loss of \$181,319). The fixed income category is comprised of investments in various fixed income funds.



**Association of Municipal Managers,
Clerks and Treasurers of Ontario
Notes to Financial Statements**

December 31, 2023

3. Capital and Intangible Assets

	2023		2022	
	Cost	Accumulated Amortization	Cost	Accumulated Amortization
Capital Assets				
Computer equipment	\$ 374,090	\$ 355,970	\$ 369,790	\$ 341,249
Furniture and fixtures	127,079	115,109	127,079	112,100
Leasehold improvements	181,866	178,900	180,046	178,327
	683,035	649,979	676,915	631,676
Intangible Asset				
Website development costs	144,309	66,548	121,714	55,439
	\$ 827,344	\$ 716,527	\$ 798,629	\$ 687,115
Net book value		\$ 110,817		\$ 111,514

4. Accounts Payable and Accrued Liabilities

Included in accounts payable and accrued liabilities are government remittances payable of \$88,332 (2022 - \$90,138) which comprises of HST remittances.

5. Deferred Lease Inducement

The deferred lease inducement represents the reimbursement by the landlord of future rent expense as an inducement to enter into a long-term lease agreement. During fiscal 2023, \$20,128 (2022 \$20,128), of this inducement was amortized to rent expense.



**Association of Municipal Managers,
Clerks and Treasurers of Ontario
Notes to Financial Statements**

December 31, 2023

6. Financial Instrument Risks

Market risk

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. The Association is exposed to market risk arising from changes in the fair value of fixed income denominated investments.

Credit risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The Association's main credit risks relate to its accounts receivable and investments. The Association is also exposed to credit risk arising from the majority of its cash being held at one financial institution, in excess of insured limits.

The above risks have not changed from the prior year.

7. Lease Commitments

Minimum annual payments payable under the terms of operating lease for office space for the next year is approximately as follows:

2024	\$ <u>55,771</u>
------	------------------

8. CEBA Loan

In 2020, the Association received the \$40,000 Canada Emergency Business Account ("CEBA") loan to finance qualifying non-deferrable expenses during COVID-19. The loan was non-interest bearing with no scheduled payments until December 31, 2023. If \$30,000 of the loan was repaid by that date, the remaining \$10,000 would be forgiven. The loan balance was repaid during the year, and the \$10,000 forgivable portion was recorded within other income in 2020.

9. Comparative Information

Certain comparative information has been reclassified to conform with the financial statement presentation adopted in the current year.





2023 Education Program Graduates

As an Association, we are committed to promoting and encouraging continuous improvement and the pursuit of excellence in the municipal profession. We recognize the achievements of members and other municipal professionals through our annual academic awards program where dedication, hard work, commitment to continuous learning and professional development are celebrated.

Congratulations to our 2023 education program graduates and graduates with honours!

Graduates of the Diploma in Municipal Administration (DMA)

Name	Title	Municipality
Diane Chaffe	Development Coordinator	Municipality of West Perth
Melissa Lloyd	Property Coordinator - Legal & Support Services	Haldimand County
Myriam Longtin	Consultant	Zone 6
Ronald Maginnis	Municipal Law Enforcement Officer	City of Mississauga
Sonia McLuckie	Administrative Assistant - Clerk/Planning & Fire Chief	Township of North Frontenac
Laura Pickersgill	Executive Assistant	Town of Tillsonburg
Simone Samuel	Student	Zone 4
Amber Wannamaker	Clerk	Town of Bancroft
Sarah Wilson	Deputy Clerk	Town of Saugeen Shores

DMA Graduates with Honours

Name	Title	Municipality
Laura Borland	Deputy Clerk & Cemetery Custodian	Town of Wasaga Beach
Zoe Bougie	Director of Finance/Treasurer	Township of North Glengarry
Elizabeth Buchanan	Student	Zone 2
Tracy Cannon	Planning & Building Administrator	Township of South Algonquin



Name	Title	Municipality
Tracy Carpani	Revenue Coordinator	Township of Norwich
Deborah Daub	Partner	BEDMAS Bookkeeping Services
Alicia Davenport	Senior Project Manager, Continuous Improvement	City of Hamilton
Denny Giles	Deputy City Clerk	City of Sarnia
Justine Glover	General Office Assistant - Planning	Town of Bracebridge
Tammy Gorgerat	CAO/Clerk-Treasurer	Township of Killaloe, Hagarty & Richards
Julie Hamilton	Deputy Clerk/Administrative Assistant	Municipality of Arran-Elderslie
Jeanne Harfield	Clerk & Deputy CAO	Municipality of Mississippi Mills
Keith Hearst	Grant & Policy Writer	Town of Cobourg
Andrew Hodge	Deputy Treasurer	Municipality of Mississippi Mills
Kristine Horst	Township Administrator & Clerk	Township of Pelee
Suzanne Huschilt	Municipal Clerk	Municipality of Hastings Highlands
Jennifer Jones	Library CEO	City of Peterborough
Marc Jones	IT Service Desk Supervisor	County of Haliburton
Sarah Karabin	Legislative Services Coordinator	Township of Ramara
Heather Kearney	Manager, Corporate Communications & Guest Relations	St. Lawrence Parks Commission
Jessica Kennedy	Clerk	Township of East Garafraxa
Erin Kwarciak	Clerk	Town of Plympton-Wyoming
Gabrielle Lecuyer	Clerk	Town of Fort Frances
Jodi Legros	Legislative & Committee Coordinator	Zone 3
Kurtis McGonegal	Treasurer	Township of Whitewater Region
Katharine Middleton	Manager, Finance	Town of Wasaga Beach
Jennifer Montreuil	Municipal Clerk	Town of Kirkland Lake
Stephanie Olewski	Office Support	Town of Kingsville
Crystal Paroschy	Director of Legislative Services/Clerk	Township of Muskoka Lakes
Cindy Pigeau	Clerk/Treasurer	Municipality of Callander
Jibira Rajadurai	Student	Zone 0
Trish Serratore	Chief Financial Officer	Municipality of Brockton
Jessica Sinkowski	Financial Analyst	City of Niagara Falls
Eowyn Spencer	Executive Assistant	Grand River Conservation Authority
Greta Susa	Coordinator, Legislative & Legal Services	Town of Milton
Vanessa Sweeting	Administrative Assistant	Township of Douro-Dummer



Name	Title	Municipality
Crystal Sylvestre	Administrative Assistant, Legislative & Community Services	County of Essex
Melissa Tighe	Administrative Communications Assistant, Executive Office	City of St. Thomas
Matthew Trennum	City Clerk	City of Thorold
Nina Vanderlinden	Accounting Services Analyst	United Counties of Leeds & Grenville
Sabrina VanGerven	Treasurer	Township of Amaranth
Brooklyn Winter	Deputy Treasurer/Tax Collector	Township of Stone Mills

Graduates of the Executive Diploma in Municipal Management (EDMM)

Name	Title	Municipality
Kari Stevenson	Clerk/Director, Legislative Services	County of Peterborough
Nancy Carrol	Chief Administrative Officer	Township of Tudor & Cashel
Anamika Dilwaria	Senior Development Planner, Planning & Development Services	Town of Fort Erie
Jim Ellis	Public Works Manager	Township of Southgate
Amanda Fines-VanAlstine	Deputy Clerk, Manager of Corporate Services	Municipality of Grey Highlands
Frank Jeney	Division Leader Community Services	Municipality of Lakeshore
Tom Vair	Chief Administrative Officer	City of Sault Ste. Marie
Peggy Van Mierlo-West	Chief Administrative Officer	Municipality of Northern Bruce Peninsula

EDMM Graduates with Honours

Name	Title	Municipality
David Armstrong	Manager of Public Works	Town of Gananoque
Jennifer Bastien	Administrative Assistant	City of Greater Sudbury
Jennifer Burnett	Senior Planner	Township of Georgian Bluffs
Clare Cameron	Manager, Customer Experience	City of Burlington
Kelli Campeau	General Manager of Corporate Services/ Clerk	Township of South Glengarry
Mandy Cannon	Executive Assistant	Township of McNab/Braeside
Heather Carvalho	Manager, Communications & Community Engagement	City of Brantford
Ruth Ford	Human Resources Manager	Town of Aylmer
Hannah Grant	Customer Service Coordinator	Town of Newmarket



Name	Title	Municipality
Andria Leigh	Director of Planning & Growth	Town of Innisfil
Maddison Mather	Manager Legislative Services/Clerk	County of Northumberland
Jennifer Mccool-Closs	Advanced Care Paramedic	Regional Municipality of Durham
Sarah Parker	Program Manager - Technology Projects & System Support	Regional Municipality of York
Kari Partridge	Economic Development Coordinator	Township of Selwyn
Jennifer Pereira	Deputy Clerk/LLO	Municipality of Strathroy-Caradoc
Stephanie Potter	Manager of Corporate Initiatives	Norfolk County
Louis Savard	Manager, Technology & Innovation	City of Cornwall
Jarah Stefek	Supervisor, Corporate Communications	Norfolk County
Trilbee Stirling-Kattler	Treasurer	Municipality of Red Lake
Matthew Todd	Director of Legal & Legislative Services	Municipality of Leamington
Scott Tulk	Manager, Digital Transformation, Architecture & Planning	City of Kingston
Suzanne Vukosavljevic	Manager of Communications	City of Burlington

Recipient of the Academic Excellence Award for the Diploma in Municipal Administration (DMA)

Name	Title	Municipality
Heather Kearney	Manager, Corporate Communications & Guest Relations	St. Lawrence Parks Commission

Recipient of the Academic Excellence Award for the Executive Diploma in Municipal Management (EDMM)

Name	Title	Municipality
Sarah Parker	Program Manager - Technology Projects & System Support	Regional Municipality of York

Recipient of the Dr. C. Richard Tindal Award for Excellence in Municipal Administration

Name	Title	Municipality
Rebecca Zanussi	Executive Assistant to the CAO/ Communications Coordinator	City of Orillia



Recipient of the Award for Excellence in Municipal Accounting & Finance - Sponsored by Watson & Associates Economists Ltd.

Name	Title	Municipality
Neil Konzelman	Accountant	Municipality of Central Elgin

Recipient of the Award for Excellence in Municipal Law - Sponsored by Thomson Rogers

Name	Title	Municipality
Laura Scott	Real Estate Law Clerk	Town of Whitby

Recipient of the Award for Excellence in Municipal Human Resources - Sponsored by Cunningham Swan Lawyers

Name	Title	Municipality
Jennifer Jones	Library CEO	City of Peterborough





Thank You to AMCTO's 2023 Volunteers

Our Association's success over the past 85 years can be attributed to the hard work and dedication of our members who support us by volunteering on a number of different committees and working groups. Their contributions help us advance our mission of supporting and advocating for and on behalf of Ontario municipal professionals. Thank you to all of our 2023 volunteers!

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Retired, County Clerk, Director of Statutory Services & Archives
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Records/Committee Clerk
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City of Sault Ste. Marie



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Centre For Professional & Part Time Learning, Durham
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Town of Bracebridge

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Town of Kirkland Lake

Jibira Rajadurai, Dipl.M.A.
Access & Privacy Coordinator
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Manager of Records & Information Services
City of London

Kristin Smith
Access & Privacy Officer
City of Vaughan

Melissa Weatherbie
Manager, Information & Content Services, Office of the
Town Clerk
Town of Whitby



2023-2024 Municipal Elections Act (MEA) Working Group

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The Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) represents excellence in local government, management and leadership. Over the past 85 years, AMCTO has provided education, accreditation, leadership, and management expertise for Ontario municipal professionals. With 2,200+ members working in municipalities across the province, AMCTO is Ontario's largest association of local government professionals, and the leading professional development organization for municipal professionals.

Our mission is to deliver professional growth, networks, advocacy, and leadership to support and strengthen the knowledge, skills, and capabilities of municipal professionals now and into the future.

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Audit Report

12 Month Surveillance Audit for

ACTY-2023-643457

Town of Mattawa

Audited Address: 160 Water St. Mattawa, ON P0H 1V0

Start Date: June 11, 2024 End Date: June 11, 2024

Type of audit -
Surveillance System Audit

Issue Date: June 17, 2024

Revision Level: *Final*



BACKGROUND INFORMATION

Intertek - SAI Global conducted an audit of Town of Mattawa on June 11, 2024 to the Drinking Water Quality Management Standard (Ver. 2).

The purpose of this audit report is to summarise the degree of compliance with relevant criteria, as defined on the cover page of this report, based on the evidence obtained during the audit of your organization. This audit report considers your organization's policies, objectives, and continual improvement processes. Comments may include how suitable the objectives selected by your organization appear to be in regard to maintaining customer satisfaction levels and providing other benefits with respect to policy and other external and internal needs. We may also comment regarding the measurable progress you have made in reaching these targets for improvement.

Intertek - SAI Global audits are carried out within the requirements of Intertek - SAI Global procedures that also reflect the requirements and guidance provided in the international standards relating to audit practice such as ISO/IEC 17021-1, ISO 19011 and other normative criteria. Intertek - SAI Global Auditors are assigned to audits according to industry, standard or technical competencies appropriate to the organization being audited. Details of such experience and competency are maintained in our records.

In addition to the information contained in this audit report, Intertek - SAI Global maintains files for each client. These files contain details of organization size and personnel as well as evidence collected during preliminary and subsequent audit activities (Documentation Review and Scope) relevant to the application for initial and continuing certification of your organization.

Please take care to advise us of any change that may affect the application/certification or may assist us to keep your contact information up to date, as required by Intertek - SAI Global Terms and Conditions.

This report has been prepared by Intertek - SAI Global Limited (Intertek - SAI Global) in respect of a Client's application for assessment by Intertek - SAI Global. The purpose of the report is to comment upon evidence of the Client's compliance with the standards or other criteria specified. The content of this report applies only to matters, which were evident to Intertek - SAI Global at the time of the audit, based on sampling of evidence provided and within the audit scope. Intertek - SAI Global does not warrant or otherwise comment upon the suitability of the contents of the report or the certificate for any particular purpose or use. Intertek - SAI Global accepts no liability whatsoever for consequences to, or actions taken by, third parties as a result of or in reliance upon information contained in this report or certificate.

Please note that this report is subject to independent review and approval. Should changes to the outcomes of this report be necessary as a result of the review, a revised report will be issued and will supersede this report.

Standard:	DWQMS (Version 2)
Applicable codes:	ACTY-2023-643457; CPRJ-2023-141398; CMPY-203925
Scope of Certification:	DWQMS (Version 2)
Drinking Water System Owner:	Town of Mattawa
Operating Authority:	Ontario Clean Water Agency
Population Services:	2150
Activities:	Treatment & Distribution
Drinking Water Systems	Mattawa Drinking Water System
Total audit duration:	Person(s): 1 Day(s): 0.5
Audit Team Member(s):	Janet McKenzie

Definitions and action required with respect to audit findings

Major Non-conformance:

Based on objective evidence, the absence of, or a significant failure to implement and/or maintain conformance to requirements of the applicable standard. Such issues may raise significant doubt as to the capability of the management system to achieve its intended outputs (i.e. the absence of or failure to implement a complete Management System clause of the standard); or

A situation which would on the basis of available objective evidence, raise significant doubt as to the capability of the Management System to achieve the stated policy and objectives of the customer.

NOTE: The "applicable Standard" is the Standard which Intertek - SAI Global are issuing certification against, and may be a Product Standard, a management system Standard, a food safety Standard or another set of documented criteria.

Action required: This category of findings requires Intertek - SAI Global to issue a formal NCR; to receive and approve client's proposed correction and corrective action plans; and formally verify the effective implementation of planned activities. Correction and corrective action plan should be submitted to Intertek - SAI Global prior to commencement of follow-up activities as required. Follow-up action by Intertek - SAI Global must 'close out' the NCR or reduce it to a lesser category **within 90 days for initial certification and within 60 days for surveillance or re-certification audits, from the last day of the audit.**

If significant risk issues (e.g. safety, environmental, food safety, product legality/quality, etc.) are detected during an audit these shall be reported immediately to the Client and more immediate or instant correction shall be requested. If this is not agreed and cannot be resolved to the satisfaction of Intertek - SAI Global, immediate suspension shall be recommended.

In the case of initial certification, failure to close out NCR within the time limits means that the Certification Audit may be repeated.

If significant risk issues (e.g. safety, environmental, food safety, product legality/quality, etc.) are detected during an audit these shall be reported immediately to the Client and more immediate or instant correction shall be requested. If this is not agreed and cannot be resolved to the satisfaction of Intertek - SAI Global, immediate suspension shall be recommended.

In the case of an already certified client, failure to close out NCR within the time limits means that suspension proceedings may be instituted by Intertek - SAI Global.

Follow-up activities incur additional charges.

Minor Non-conformance:

Represents either a management system weakness or minor issue that could lead to a major nonconformance if not addressed. Each minor NC should be considered for potential improvement and to further investigate any system weaknesses for possible inclusion in the corrective action program

Action required: This category of findings requires Intertek - SAI Global to issue a formal NCR; to receive and approve client's proposed correction and corrective action plans; and formally verify the effective implementation of planned activities at the next scheduled audit.

Opportunity for Improvement:

A documented statement, which may identify areas for improvement however shall not make specific recommendation(s).

Action required: Client may develop and implement solutions in order to add value to operations and management systems. Intertek - SAI Global is not required to follow-up on this category of audit finding.

Audit Type and Purpose

A systems desktop audit in accordance with the systems audit procedure as it applies to Full Scope accreditation. The audit also included consideration of the results of the most recent audit undertaken in accordance with this Accreditation Protocol and any of the following that have occurred subsequent to that audit including but limited to;

- (a) the results of any audits undertaken in accordance with element 19 of the DWQMS V2;
- (b) historical responses taken to address corrective action requests made by an Accreditation Body;
- (c) the results of any management reviews undertaken in accordance with element 20 of the DWQMS V2; and,
- (d) any changes to the documentation and implementation of the QMS.

Audit Objectives

The objective of the audit was to determine whether the drinking water Quality Management System (QMS) of the subject system conforms to the requirements of the Ontario Ministry of the Environment, Conservation and Parks (MECP) Drinking Water Quality Management Standard (DWQMS V2).

The audit was also intended to gather the information necessary for Intertek - SAI Global to assess whether accreditation can continue or be offered or to the operating authority.

Audit Scope

The facilities and processes associated with the operating authority's QMS were objectively evaluated to obtain audit evidence and to determine a) whether the quality management activities and related results conform with DWQMS V2 requirements, and b) if they have been effectively implemented and/or maintained.

Audit Criteria:

- The Drinking Water Quality Management Standard Version 2
- Current QMS manuals, procedures and records implemented by the Operating Authority

Confidentiality and Documentation Requirements

The Intertek - SAI Global stores their records and reports to ensure their preservation and confidentiality. Unless required by law, the Intertek - SAI Global will not disclose audit records to a third party without prior written consent of the applicant. The only exception will be that the Intertek - SAI Global will provide audit and corrective action reports to the Ontario Ministry of the Environment, Conservation and Parks.

As part of the Intertek - SAI Global Terms, it is necessary for you to notify Intertek - SAI Global of any changes to your Quality Management System that you believe are significant enough to risk non-conformity with DWQMS V2.

Review of any changes

Changes to the company since last audit include: None.

EXECUTIVE OVERVIEW

Based on the results of this surveillance system audit the management system remains effectively implemented and meets the requirements of the standard relative to the scope of certification; therefore, a recommendation for continued certification will be submitted.

Recommendation

Based on the results of this audit it has been determined that the management system is effectively implemented and maintained and meets the requirements of the standard relative to the scope of certification identified in this report; therefore, a recommendation for (continued) certification will be submitted to Intertek - SAI Global review team.

Opportunities for Improvement:

The following opportunities for improvement have been identified.

- Consider enclosing auditor notes with the Internal Audit Report, as evidence of conformity with the DWQMS (ver. 2).

It is suggested that the opportunities for improvement be considered by management to further enhance the company's Quality Management System and performance.

Management System Documentation

The management systems operational plan(s) was reviewed and found to be in conformance with the requirements of the standard.

Management Review

Records of the most recent management review meetings were verified and found to meet the requirements of the standard. All inputs were reflected in the records, and appear suitably managed as reflected by resulting actions and decisions.

Internal Audits

Internal audits are being conducted at planned intervals to ensure conformance to planned arrangements, the requirements of the standard and the established management system.

Corrective, Preventive Action & Continual Improvement Processes

The company is implementing an effective process for the continual improvement of the management system through the use of the quality policy, quality objectives, audit results, data analysis, the appropriate management of corrective and preventive actions and management review.

Summary of Findings

1. Quality Management System	NA/NC
2. Quality Management System Policy	NA/NC
3. Commitment and Endorsement	Conforms
4. Quality Management System Representative	Conforms
5. Document and Records Control	NA/NC
6. Drinking-Water System	NA/NC
7. Risk Assessment	Conforms
8. Risk Assessment Outcomes	Conforms
9. Organizational Structure, Roles, Responsibilities and Authorities	NA/NC
10. Competencies	NA/NC
11. Personnel Coverage	NA/NC
12. Communications	NA/NC
13. Essential Supplies and Services	NA/NC
14. Review and Provision of Infrastructure	NA/NC
15. Infrastructure Maintenance, Rehabilitation & Renewal	NA/NC
16. Sampling, Testing and Monitoring	NA/NC
17. Measurement & Recording Equipment Calibration and Maintenance	NA/NC
18. Emergency Management	NA/NC
19. Internal Audits	OFI
20. Management Review	Conforms
21. Continual Improvement	Conforms
Major NCR #	Major non-conformity. The auditor has determined one of the following: (a) a required element of the DWQMS has not been incorporated into a QMS; (b) a systemic problem with a QMS is evidenced by two or more minor non-conformities; or (c) a minor non-conformity identified in a corrective action request has not been remedied.
Minor NCR #	Minor non-conformity. In the opinion of the auditor, part of a required element of the DWQMS has not been incorporated satisfactorily into a QMS.
OFI	Opportunity for improvement. Conforms to the requirement, but there is an opportunity for improvement.
Conforms	Conforms to requirement.
NANC	Not applicable/Not Covered during this audit.
****	Additional comment added by auditor in the body of the report.

PART D. Audit Observations, Findings and Comments

DWQMS Reference:	3 Commitment and Endorsement
Client Reference:	OP-03A (Rev. 1, 5-Dec-2022)
Details: <i>(personnel interviewed, procedures, activities and records observed)</i>	
Conforms.	

DWQMS Reference:	4 Quality Management System Representative
Client Reference:	OP-04 (Rev. 6, 19-Jul-2019)
Details: <i>(personnel interviewed, procedures, activities and records observed)</i>	
Conforms.	

DWQMS Reference	7 Risk Assessment
Client Reference:	OP-07 (Rev. 6, 22-Jul-2019) OP-08A (Rev. 12, 26-Jun-2023)
Details: <i>(personnel interviewed, procedures, activities and records observed)</i>	
Conforms.	

DWQMS Reference:	8 Risk Assessment Outcomes
Client Reference:	OP-08A (Rev. 12, 26-Jun-2023)
Details: <i>(personnel interviewed, procedures, activities and records observed)</i>	
Conforms.	

DWQMS Reference:	19 Internal Audits
Client Reference:	OP-19 (Rev. 6, 23-Jul-2019)
Details: <i>(personnel interviewed, procedures, activities and records observed)</i>	
Opportunity for Improvement	
Consider enclosing auditor notes with the Internal Audit Report, as evidence of conformity with the DWQMS (ver. 2).	

DWQMS Reference:	20 Management Review
Client Reference:	OP-20 (Rev. 6, 23-Jul-2019)
Details: <i>(personnel interviewed, procedures, activities and records observed)</i>	
Conforms.	

DWQMS Reference:	21 Continual Improvement
Client Reference:	OP-21 (Rev 6, 23-Jul-2019)

Details: *(personnel interviewed, procedures, activities and records observed)*

Conforms.

Details regarding the personnel interviewed and objective evidence reviewed are maintained on file at Intertek - Intertek - SAI Global.

This report was prepared by:

Janet McKenzie

Intertek - Intertek - SAI Global Management Systems Auditor

The audit report is distributed as follows:

- Intertek - Intertek - SAI Global
- Operating Authority
- Owner
- MECP

Notes

Copies of this report distributed outside the organization must include all pages.

Mattawa Drinking Water System - 2024 Summary of Findings

Revision 0: July 22, 2019

Corrective Actions

Mj - Major Non-conformance
Mn - Minor Non-conformance

Preventative Actions

OFl - Opportunity for Improvement
AI - Action Item

Other Actions

C/Obs - Comments or Observations

BMP - Best Management Practices

IMPORTANT NOTE: A root cause analysis must be completed for all Corrective Actions

Section	Description of Findings	Type	Action	Responsibility/Assignee	Resolution Target Date	Resolution Date	Verification/ Effectiveness of Action (include date and details)
Management Review: (Date)							
External Audit (S1 Surveillance Audit): (Offsite: June 11, 2024)							
OP-19 - Internal Audits	Consider enclosing auditor notes with the Internal Audit Report, as evidence of conformity with the DWQMS (ver. 2).	OFl	This OFI was considered; however, the auditor notes are approximately 100 pages and in many cases exceed the 5 MB allowable size for emails. The audit report cannot include all the auditor notes due to the amount of pages within the auditor notes. All the auditor notes are saved on public drive with the internal audit report.	OCWA (QEMS Rep.)	Oct-24	17-Jun-24	The auditor notes are on the public drive and are available upon request, this system is effective at ensuring the auditor notes are saved and available. The auditor notes will continue to be verified and saved after internal audits.
Internal Audit: (Desktop: Date) (Onsite: Date)							
MECP Inspection: (February 14, 2024) (Optional Section)							
No BMPs identified in recent MECP inspection.							
Action Items Identified Between Management Reviews (include date item was identified)							
OP-01 - QEMS	Action items identified by OCWA Internal Memo Dated June 6, 2024: Procedure updated definition of DWQMS, added definition of Ministry as the Ontario government ministry responsible for drinking water and environmental legislation to alleviate need for future revisions if/when the Ministry experiences name changes, added "as amended from time to time directly following reference to Ontario's DWQMS to point to the most current version of the document, removed watermark.	AI	Update OP-01 to match the corporate template.	OCWA (QEMS Rep.)	Oct-24		Once updated OP-01 will be effective at showing the most current QEMS Policy and other current info. Updated OP-01 will be sent to Owner and Operator to update copies on site. This will be verified during next internal audit.
OP-02 - QEMS Policy	The first bullet of the QEMS Policy (approved in 2016) was revised to align with OCWA's updated Mission statement. s. 3.3 and 3.6 were modified to add information/clarify how to access the QEMS Policy and the Policy revision history document, removed watermark.	AI	Update OP-02 to match the corporate template. Ensure new QEMS Policy posted at facilities with staff training on new policy.	OCWA (QEMS Rep.)	Oct-24		Once updated OP-02 will be effective at showing the most current QEMS Policy and other current info. Updated OP-02 will be sent to Owner and Operator to update copies on site. This will be verified during next internal audit.

Section	Description of Findings	Type	Action	Responsibility/Assignee	Resolution Target Date	Resolution Date	Verification/ Effectiveness of Action (include date and details)
OP-03 - Commitment and Endorsement	New QEMS Policy is a major revision to the Operational Plan and requires re-endorsement. Once all updates have been made to OP, the Plan should be re-endorsed by Top Management and the Owner. Consider scheduling updates to align with your audit schedule, removed watermark.	AI	Re-endorse the Operational Plan following all necessary updates.	OCWA (QEMS Rep.)	Oct-24		Once updated OP-03A will be effective at showing the most current endorsement. Updated OP-03A will be sent to Owner and Operator to update copies on site. This will be verified during next internal audit.
OP-05 - Document and Records Control	Procedure updated as follows: added multi factor authentication to 3.5, section 3.9 table revised to include Schedule 23 & 24 records retention times for Large Municipal Residential (LMR) and Small Municipal Resident (SMR) systems, added chain of custody as record for retention for various sampling requirements, lead program clarified to include pH and alkalinity; added GUDI/Non-GUDI Reports, minor wording and type-o's, removed watermark.	AI	Update OP-05 to match the corporate template.	OCWA (QEMS Rep.)	Oct-24		Once updated OP-05 will be effective at showing current info as per corporate template. Updated OP-05 will be sent to Owner and Operator to update copies on site. This will be verified during next internal audit.
OP-09 - Organizational Structure and OP-09A Organizational Chart	OP-09: Procedure updated with revisions to Table 9-2 as follows: Role/Position updated to clarify roles are performed by multiple positions, position titles updated, note added regarding OITs operating limitations. Additional revisions include replaced MOECC with Ministry, minor rewording and type-o's, removed watermark. Add Capital Manager with responsibilities and authorities. OP-09A:Revised to include Senior Leadership Team (SLT) in reporting structure and identify members, added Compliance System Coordinators, updated Operations Personnel position titles, removed watermark.	AI	Update OP-09 and OP-09A to match the corporate template. Add new Capital Manager with appropriate info.	OCWA (QEMS Rep.)	Oct-24		Once updated OP-09 and OP-09A will be effective at showing current info as per corporate template. Updated OP-09/OP-09A will be sent to Owner and Operator to update copies on site. This will be verified during next internal audit.
OP-10 - Competencies	Procedure updated [update revision history based on your current OP-10 revision history] with revisions to table in 3.1 Role/Position updated to clarify roles are performed by multiple positions, position titles updated, removed watermark, updated Procedure to reflect changes to title and content of OCWA's Mandatory Training Requirements Document, added sharepoint.	AI	Update OP-10 to match the corporate template.	OCWA (QEMS Rep.)	Oct-24		Once updated OP-10 will be effective at showing current info as per corporate template. Updated OP-10 will be sent to Owner and Operator to update copies on site. This will be verified during next internal audit.
OP-12 - Communications	Procedure revised to reference updated title of Corporate Emergency Response Plan, removed watermark.	AI	Update OP-12 to match the corporate template.	OCWA (QEMS Rep.)	Oct-24		Once updated OP-12 will be effective at showing current info as per corporate template. Updated OP-12 will be sent to Owner and Operator to update copies on site. This will be verified during next internal audit.
OP-18 - Emergency Management	Procedure updated as follows: Ministry of Environment and Climate Change revised to Ministry, removed watermark. Modified references to Emergency Response Plan to indicate it is now referred to as Corporate Emergency Response Plan (CERP).	AI	Update OP-18 to match the corporate template. OP-18 updated in DRAFT form on June 17, 2024.	OCWA (QEMS Rep.)	Oct-24		Once updated OP-18 will be effective at showing current info as per corporate template. Updated OP-18 will be sent to Owner and Operator to update copies on site. This will be verified during next internal audit.
OP-19 - Internal QEMS Audits	Procedure updated to describe and document how objectivity is maintained when an internal auditor is not fully independent of the activity being audited with additions to 3.3.3, removed watermark.	AI	Update OP-19 to match the corporate template. OP-19 updated in DRAFT form on June 17, 2024.	OCWA (QEMS Rep.)	Oct-24		Once updated OP-19 will be effective at showing current info as per corporate template. Updated OP-19 will be sent to Owner and Operator to update copies on site. This will be verified during next internal audit.

From: [AMO Policy](#)
To: [Amy Leclerc](#)
Subject: AMO Policy Update - Bill 200, Agricultural Land Protection, Electricity Distribution Financing, and Other Updates
Date: June 12, 2024 12:20:09 PM



AMO Policy Update - Bill 200, Agricultural Land Protection, Electricity Distribution Financing, and Other Updates

Bill 200, *Homeowner Protection Act* – Changes to Heritage Designation Deadlines

Last week, [Bill 200, the Homeowner Protection Act](#) received Royal Assent, extending the deadline to designate properties listed on municipal heritage registers to January 1, 2027. These changes respond to [concerns](#) that the original 2025 deadline did not provide enough time for municipalities to review the listed properties, leading to increased reactionary designations and appeals to the Ontario Land Tribunal. The bill also clarifies changes that properties removed from registers are ineligible for heritage designations for five years, bans registration of Notices of Security Interest for consumer goods on the Land Registry, and establishes a 10-day cooling off period for new homebuyers.

Provincial Guidance on Agricultural Land Protection related to Energy Projects

Last week, the Minister of Energy and Minister of Agriculture, Food and Rural Affairs [issued a letter](#) providing direction to the Independent Electricity System Operator (IESO) to include agricultural land protections in future energy procurements. This direction comes following [AMO's recent advocacy](#) to the province and IESO seeking stronger guidance on energy project siting and agricultural protection.

Ontario Energy Board (OEB) – Electricity Distribution Financing

AMO [submitted comments](#) to the OEB to inform [their work](#) exploring funding options for growth-related electricity distribution infrastructure. This directly impacts how much new developments cost and local energy rates. This is also one of many important conversations about how we pay for growth. It's estimated that local distribution companies (LDCs) need to spend as much as \$120 billion by 2050 to expand the grid – more than double the rate of current infrastructure investment. As majority LDC owners, municipalities have a vested interest in ensuring LDCs can afford these upgrades.

AMO's Advocacy in response to Auditor General's Report on Aggregate Management

Last year, the Ontario Auditor General [issued a report](#) on a value-for-money audit of Ontario's Management of Aggregate Resources. AMO has [sent a letter](#) to the Ministry of Natural Resources calling on the province to implement the Auditor General's recommendations particularly as they relate to addressing gaps in the aggregate management framework including:

- An inadequate number of inspectors conducting infrequent and incomplete inspections
- Aggregate extraction fees that are inadequate to fund the aggregate

- management program and royalty payments to municipalities
- Cumulative impacts of multiple aggregate operations in small areas leading to increased environmental risks to source water, natural habitats, and agricultural land

AMO's Submission to OMAFRA Rural Economic Development Strategy Consultation

AMO [submitted comments to the Ministry of Rural Affairs](#) to support their [rural economic development strategy consultation](#). AMO's submission advocated for increased provincial support for:

- Effective coordination of local and provincial economic development funding, increased funding and a commitment to a [Social and Economic Prosperity Review](#)
- Workforce development initiatives to connect students and workers with the right skills for in-demand jobs with attraction and retention supports
- Building complete communities that are resilient and attractive to workers and business including supports for affordable housing, infrastructure, health services, transportation, broadband and energy

Private Members' Bill: Bill 207, *Municipal Accountability and Integrity Act*

Since 2021, AMO has called on the provincial government to pass legislation that enables municipalities to enforce the ethical behaviour of elected officials.

AMO engaged in extensive consultations with municipalities and worked in partnership with ministry officials to develop a list of strong recommendations to respond to this important municipal concern, including:

- Updating municipal Codes of Conduct to account for workplace safety and harassment
- Creating a flexible administrative penalty regime that could be adapted to the local economic and financial circumstances of municipalities across Ontario
- Increasing training of municipal Integrity Commissioners to enhance consistency of investigations and recommendations across the province
- Allowing municipalities to apply to a member of the judiciary to remove a sitting member if recommended through the report of a municipal Integrity Commissioner

We look forward to hearing more about how the government intends to

respond to the sector's ongoing request for government legislation at the upcoming AMO conference in August.

Government Passes Bill 185, *Cutting Red Tape to Build More Homes Act, 2024*

Bill 185 received Royal Assent on June 6, bringing into force two key Bill 23 development charge reversals and *Planning Act* amendments.

Provincial Cabinet Shuffle

On June 6, the province announced its latest Cabinet shuffle. New Ministers were announced for Tourism, Culture, and Gaming; Sport; Farming, Agriculture, and Agribusiness; Long-Term Care; Energy and Electrification; Education; and more. Several ministry names were changed and new Associate Minister positions created. All recent changes are on an [Ontario Newsroom article](#).

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Association of Municipalities of Ontario

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June 6, 2024

The Honourable Doug Ford, Premier of Ontario
Premier's Office
Room 281, Legislative Building, Queen's Park
Toronto, ON M7A 1A1

Dear Premier Ford,

Re: Household Food Insecurity.

Please be advised that at their last Regular Meeting of Council on Wednesday June 5th, 2024, the Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan supported the following resolution:

Resolution # 2024-06-05-09
Moved By: Councillor Quade
Seconded by: Councillor Banks

"Be it resolved that the Council of the Corporation of the Township of Brudenell, Lyndoch and Raglan hereby supports the resolution passed by Public Health Sudbury & Districts on January 18, 2024, regarding household food insecurity.

And further that Council directs staff to provide a copy of this resolution Premier Doug Ford; Minister of Children, Community and Social Services, Michael Parsaco; Minister of Finance, Peter Bethlenfalvy; Minister of Municipal Affairs and Housing, Paul Calandra; Deputy Premier and Minister of Health, Sylvia Jones; Honourable John Yakabuski, Member of Provincial Parliament for Renfrew Nipissing Pembroke; the Association of Ontario (AMO); and all Ontario Municipalities."

CARRIED.

Sincerely,

Tammy Thompson
Deputy Clerk



**Public Health
Santé publique**
SUDBURY & DISTRICTS

January 24, 2024

VIA ELECTRONIC MAIL

The Honourable Doug Ford
Premier of Ontario
Legislative Building, Queen's Park
Toronto, ON M7A 1A1

Dear Recipient:

Re: Household Food Insecurity

At its meeting on January 18, 2024, the Board of Health carried the following resolution #06-24:

WHEREAS food security is a chronic and worsening health issue as documented by annual local data on food affordability and as recognized by multiple Association of Local Public Health Agencies (alPHA) resolutions: AO5-18 (Adequate Nutrition for Ontario Works and Ontario Disability Support Program), A18-02 (Minimum Wage that is a Living Wage), A15-04 (Basic Income Guarantee), and A23-05 (Monitoring Food Affordability in Ontario and the Inadequacy of Social Assistance Rates)

THEREFORE BE IT RESOLVED THAT the Board of Health for Public Health Sudbury & Districts call on the provincial government to incorporate local food affordability findings in determining adequacy of social assistance rates to reflect the current costs of living and to index Ontario Works rates to inflation going forward; and

THAT in the context of the Public Health Strengthening roles and responsibilities deliberations, the Board of Health urge all health system partners to remain committed to population health assessment and surveillance as it relates to monitoring food environments and, specifically, to monitoring food affordability; and share this motion broadly with local and provincial stakeholders.

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t: 705.222.9201
f: 705.867.0474

Espanola

800 rue Centre Street
Unit / Unité 100 C
Espanola ON P5E 1J3
t: 705.222.9202
f: 705.869.5583

Île Manitoulin Island

6163 Highway / Route 542
Box / Boîte 87
Mindemoya ON POP 1S0
t: 705.370.9200
f: 705.377.5580

Chapleau

34 rue Birch Street
Box / Boîte 485
Chapleau ON POM 1K0
t: 705.860.9200
f: 705.864.0820

toll-free / sans frais

1.866.522.9200

phad.ca



Letter
Re: Household Food Insecurity
January 24, 2024
Page 2

Household food insecurity is one of the strongest predictors of poor health, making it a serious public health issue (PROOF, 2023). Individuals who are food insecure are at higher risk of diet-related diseases like diabetes and are at higher risk for a wide range of chronic conditions such as depression and anxiety disorders, arthritis, and chronic pain. Household food insecurity leaves an indelible mark on children's health and well-being (PROOF, 2023). The experience of food insecurity in childhood is associated with mental health concerns throughout childhood and into early adulthood (PROOF, 2023). In Ontario, the healthcare costs of individuals who are the most food insecure can be more than double that of individuals who are food secure (PROOF, 2023, Tarasuk et al., 2015).

Thank you for your attention to this important issue – the solutions for which will not only help many Ontarians in need but also protect the sustainability of our critical health and social services resources.

Sincerely,



Penny Sutcliffe, MD, MHSc, FRCPC
Medical Officer of Health and Chief Executive Officer

cc: Honourable Michael Parsa, Minister of Children, Community and Social Services
Honourable Peter Bthlenfalvy, Ministry of Finance
Honourable Paul Calandra, Minister of Municipal Affairs and Housing
Honourable Sylvia Jones, Deputy Premier and Minister of Health
France Gélinas, Member of Provincial Parliament, Nickel Belt
Jamie West, Member of Provincial Parliament, Sudbury
Michael Mantha, Member of Provincial Parliament, Algoma-Manitoulin
Dr. Kieran Moore, Chief Medical Officer of Health
Jacqueline Edwards and Jennifer Babin-Fenske, Co-chairs, Greater Sudbury Food Policy Council
Richard Lathwell, Local Food Manitoulin
Colleen Hill, Executive Director, Manitoulin Family Resources
All Ontario Boards of Health
Association of Local Public Health Agencies

Letter

Re: Household Food Insecurity

January 24, 2024

Page 2

PROOF (2023). What are the implications of food insecurity for health and health care? Identifying Policy Options to Reduce Household Food Insecurity in Canada. Retrieved from: <https://proof.utoronto.ca/food-insecurity/what-are-the-implications-of-food-insecurity-for-health-andhealth-care/>.

Tarasuk, V., Cheng, J., de Oliveira, C., Dachner, N., Gundersen, C., Kurdyak, P. (2015). Association between household food insecurity and annual healthcare costs. Canadian Medical Association Journal. 1 87 (14) E429-E436. DOI: <https://doi.org/10.1503/cmaj.150234>

From: [AMO Communications](#)
To: [Amy Leclerc](#)
Subject: Renewal of the Canada Community-Building Fund
Date: June 5, 2024 2:58:14 PM



Today, the Association of Municipalities of Ontario (AMO), along with Canada, Ontario, and the City of Toronto, [announced](#) agreement on a 10-year renewal of the [Canada Community-Building Fund \(CCBF\)](#)

Through the negotiations AMO worked to ensure that the renewed agreement builds on the success of the Fund in providing predictable funding - without the need for application - to be invested in priority infrastructure projects within 18 eligible categories. The Fund will remain largely the same, flowing crucial infrastructure dollars to municipal governments, and supporting the growth and vitality of communities across Ontario. Within the next 10 days, AMO will send out the Municipal Funding Agreements.



Government
of Canada

Gouvernement
du Canada

[Canada.ca](#) › [Infrastructure Canada](#)

Joint Statement on the Canada Community-Building Fund

From: Infrastructure Canada

Statement

June 5, 2024

Ottawa — Today, Sean Fraser, Canada’s Minister of Housing, Infrastructure and Communities, Paul Calandra, Ontario’s Minister of Municipal Affairs and Housing, Olivia Chow, Mayor of Toronto, and Colin Best, President of the Association of Municipalities of Ontario (AMO), released a joint statement:

“The three levels of government have finalized a Canada Community-Building Fund (CCBF) agreement, which will ensure that critical infrastructure that supports housing continues to be built, maintained, and expanded. The renewal of this agreement means that our communities’ roads, bridges, and transit systems will be positioned to accommodate growth.

Infrastructure investments support affordable and inclusive communities that Canadians live and work in. The CCBF (Canada Community-Building Fund) has paved roads like Rollins Drive and Chelford Crescent in Belleville, renovated community spaces like the Bayview Hill pool in Richmond Hill, and protected

public spaces like the Centeen Park seawall in Brockville. The fund provides predictable and sustainable funding for communities to make sure that municipalities can keep making the investments their communities need.

The deal announced today will see the federal government invest \$4.7 billion over the next five years.

We recognize the importance of infrastructure in increasing Canada's housing supply. By working together to strategically invest in projects aligned with regional housing goals, we will help increase the number of affordable homes in Ontario.

Through this agreement, we have aligned on three priority goals, including:

- Reporting on affordable units created to meet the needs of communities and increase capacity of the non-profit sector;
- Working across all orders of government to leverage public lands to meet housing needs; and
- Supporting innovation in construction techniques by committing to a provincial innovation strategy for modular and prefabricated housing, including working with the federal government to develop and adopt a design catalogue.

Through ~~CCBF (Canada Community-Building Fund)~~, we will work together to build healthy and vibrant neighbourhoods across the province.

We are taking a Team Canada approach to build more inclusive and connected communities, which will help support more housing by creating the public infrastructure that Ontarians need."

Search for related information by keyword: [Transport](#) | [Infrastructure](#)
[Canada](#) | [Ottawa](#) | [Infrastructure](#) | [general public](#) | [government](#) | [media](#) |
[statements](#) | [Hon. Sean Fraser](#)


THE CORPORATION OF THE MUNICIPALITY OF MATTAWAN

DATE June 13, 2024 Resolution No. 2024 - 078

MOVED BY Councillor LEMAIRE

SECONDED BY Councillor LAHAYE

BE IT RESOLVED that the Corporation of the Municipality of Mattawan, supports Resolution No. 2024/05/184 received from the Municipality of Callander, which calls on Premier Doug Ford to promptly resume the assessment cycle to ensure the stability and predictability of property taxes while the Ontario Government conducts its review of the property assessment and taxation system, or responds with an alternative method for every municipality in Ontario to achieve fair taxation.

CARRIED Mayor Peter Murphy 

DIVISION VOTE

NAME OF MEMBER OF COUNCIL	YEAS	NAYS
<u>Councillor Bell</u>	_____	_____
<u>Councillor Edwards</u>	_____	_____
<u>Councillor Lahaye</u>	_____	_____
<u>Councillor Lemaire</u>	_____	_____

31 May 2024

Premier Doug Ford premier@ontario.ca

RE: Urging the Government to Promptly Resume Assessment Cycle

Please be advised that the Council of the Corporation of the Municipality of Callander passed the following resolution at its Regular Meeting of Council held Tuesday, May 28, 2024.

Resolution No. 2024/05/184:

7.4(c) WHEREAS the assessment cycle is an essential process for maintaining the fairness and predictability of property taxes in our province;

AND WHEREAS the pause in the reassessment cycle has created uncertainty and instability in property taxation, impacting both residential and commercial property owners;

AND WHEREAS the government has delayed an assessment update again in 2024, resulting in Ontario's municipalities continuing to calculate property taxes using 2016 property values;

AND WHEREAS both current and outdated assessments are inaccurate, increase volatility, and are not transparent;

AND WHEREAS frequent and accurate reassessments are necessary to stabilize property taxes and provide predictability for property owners, residents, and businesses alike;

AND WHEREAS the staff at the Municipal Property Assessment Corporation would benefit from further skills enhancement and training in assessments, recognizing the importance of ensuring accurate evaluations for 100% of our municipality;

AND WHEREAS the Government has announced a review of the property assessment and taxation system with a focus on fairness, equity, and economic competitiveness, and therefore further deferring new property assessment;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Municipality of Callander hereby calls upon the Premier to promptly resume the assessment cycle to ensure the stability and predictability of property taxes while the Government conducts its review of the property assessment and taxation system, or respond with an alternative method for every municipality in Ontario to achieve fair taxation;

AND THAT all Municipalities in Ontario and their constituents are encouraged to apply pressure to the Premier, daily, weekly, and monthly, to resolve the situation before it causes undo stress to everyone in the Municipality;

AND THAT a copy of this resolution be forwarded to the Premier, the relevant provincial authorities, the Association of Municipality in Ontario, the Rural Ontario Municipalities Association, the Federation of Northern Ontario Municipalities, the Municipal Property Assessment Corporation, and all municipalities in Ontario for their consideration, to make proper changes as quickly and efficiently as possible.

Thank you,



Cindy Pigeau
Municipal Clerk

Copy to: Association of Municipalities of Ontario
Rural Ontario Municipalities Association
Federation of Northern Ontario Municipalities
Municipal Property Assessment Corporation
All Ontario Municipalities



Thursday June 13, 2024

The Right Honourable Justin Trudeau, Prime Minister of Canada
Office of the Prime Minister
80 Wellington Street
Ottawa, ON
K1A 0A2

Dear Prime Minister Trudeau,

Re: Infrastructure Small Rural Municipalities

Please be advised that at their last Regular Meeting of Council on Thursday, June 6, 2024, the Council for the Corporation of the Township of North Dundas supported the following resolution:

Resolution #2024-138

Moved By: Councillor Uhrig

Seconded By: Councillor Lennox

THAT the Council of the Township of North Dundas supports resolution number C-2024-165 from the Township of Georgian Bay dated May 13, 2024 regarding the implementation of sustainable infrastructure funding for small rural municipalities and actions to address the impending debt dilemma facing small rural municipalities;

AND THAT a copy of this resolution be sent to the Honourable Justin Trudeau, Prime Minister of Canada, The Honourable Sean Fraser, Minister of Housing, Infrastructure and Communities of Canada; Michel Tremblay Acting President and CEO, Canada Mortgage and Housing Corporation; The Honourable Doug Ford, Premier of Ontario; The Honourable Kinga Surma, Ontario Minister of Infrastructure; The Honourable Paul Calandra, Ontario Minister of Municipal Affairs and Housing; MP Eric Duncan, Stormont-Dundas-South Glengarry; MPP Nolan Quinn, Stormont-Dundas-South Glengarry, AMO, ROMA, FCM, Eastern Ontario Wardens' Caucus and all Municipalities of Ontario.

Result: Carried.

A copy of the resolution from the Township of Georgian Bay is attached.

Yours Sincerely,

Nancy Johnston, MBA
Director of Corporate Services/Clerk
Encl. (2)



**The Township of Georgian Bay
Resolutions
Council - 13 May 2024**

Item 12.(a)

Date: May 13, 2024

C-2024-165

Moved by Councillor Stephen Jarvis
Seconded by Councillor Peter Cooper

WHEREAS Ontario's small rural municipalities face insurmountable challenges to fund both upfront investments and ongoing maintenance of their capital assets including roads and bridges and water wastewater and municipally owned buildings including recreational facilities and libraries ;

WHEREAS in 2018, the Ontario government mandated all Ontario municipalities to develop capital asset management plans with the stipulation that they be considered in the development of the annual budget;

WHEREAS small rural municipalities (of 10,000 people or less) are facing monumental infrastructure deficits that cannot be adequately addressed through property tax revenue alone;

WHEREAS the only application approved through the recently awarded Housing Accelerator Fund to a small rural municipality was to Marathon Ontario, who received an allocation of \$1.9 million dollars while over \$1.369 billion going to Ontario's large urban centres, resulting in a 0.2% investment in rural Ontario;

WHEREAS the Ontario Government has committed \$9.1 billion to Toronto alone to assist with operating deficits and the repatriation of the Don Valley and Gardner Expressway;

WHEREAS small rural Ontario cannot keep pace with the capital investments required over the next 20 years unless both the Provincial and Federal Governments come forward with new sustainable infrastructure funding;

WHEREAS it is apparent that both the Federal and Ontario Governments have neglected to recognize the needs of small rural Ontario;

NOW THEREFORE BE IT RESOLVED THAT the Township of Georgian Bay call on the Ontario and Federal Government to implement sustainable infrastructure funding for small rural municipalities;

AND THAT small rural municipalities are not overlooked and disregarded on future applications for funding;

AND THAT both the Federal and Ontario Governments begin by acknowledging that there is an insurmountable debt facing small rural municipalities;

AND THAT both the Federal and Ontario Governments immediately commission a Working Group that includes a member of the Eastern Ontario Wardens Caucus, to develop a plan on how to deal with the impending debt dilemma;

AND FINALLY THAT this resolution be forwarded to The Honourable Justin Trudeau, Prime Minister of Canada, The Honourable Sean Fraser, Minister of Housing, Infrastructure and Communities of Canada; Michel Tremblay Acting President and CEO, Canada Mortgage and Housing Corporation; The Honourable Doug Ford, Premier of Ontario; The Honourable Kinga Surma, Ontario Minister of Infrastructure; The Honourable Paul Calandra, Ontario Minister of Municipal Affairs and Housing; MP Shelby Kramp-Neuman, Hastings-Lennox Addington; MPP Ric Bresee Hastings-Lennox Addington, AMO, ROMA, FCM, Eastern Ontario Wardens' Caucus and all Municipalities in Ontario.

Carried Defeated Recorded Vote Referred Deferred

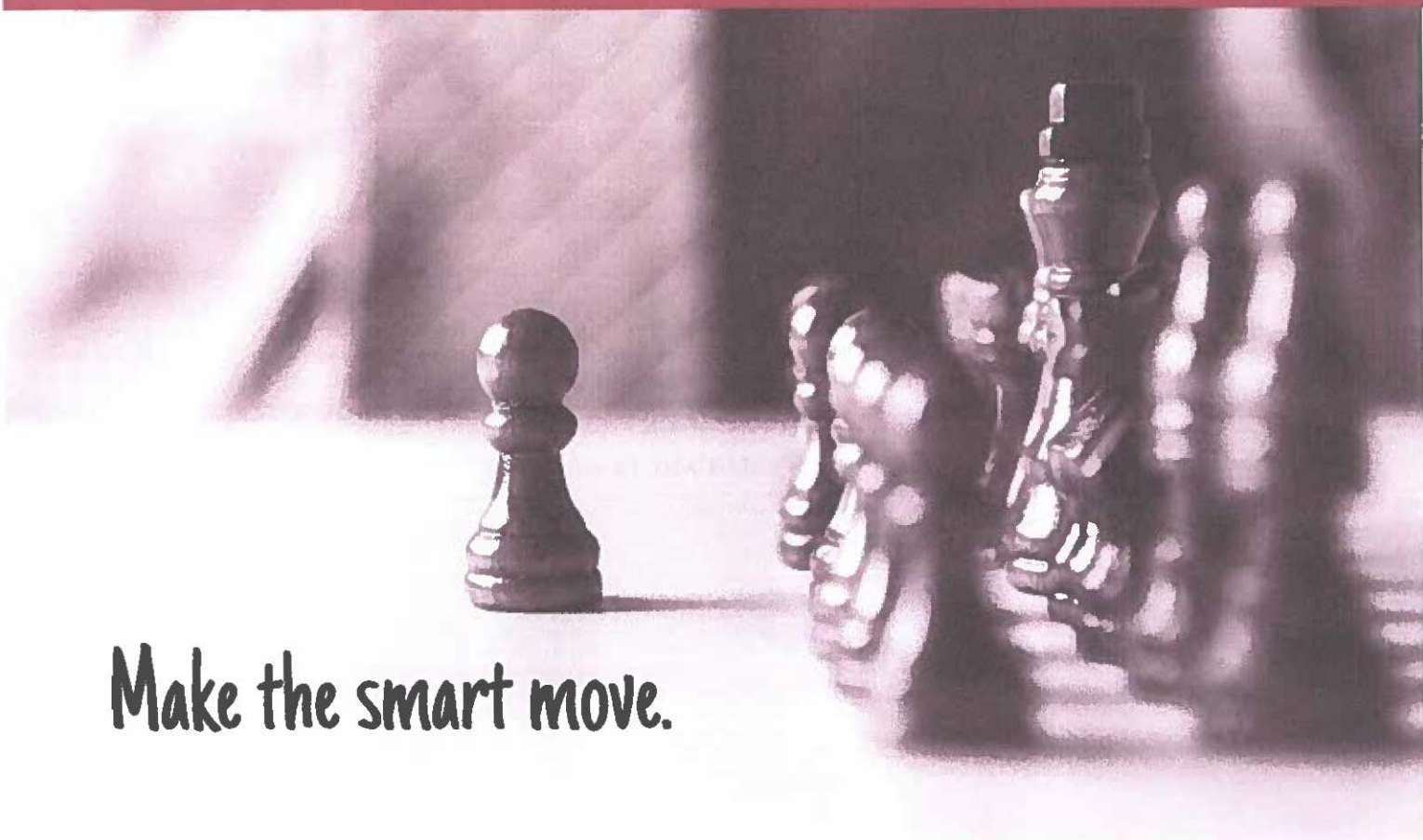
Recorded Vote:

	For	Against	Absent
Councillor Brian Bocek			
Councillor Peter Cooper			
Councillor Kristian Graziano			
Councillor Allan Hazelton			
Councillor Stephen Jarvis			
Councillor Steven Predko			
Mayor Peter Koetsier			

Peter Koetsier, Mayor



ACCOUNTING
A division of VS Group



Make the smart move.

Financial Statement Prepared for:

VOYAGEUR MULTI USE TRAIL SYSTEM

AS AT DECEMBER 31, 2023

**VOYAGEUR MULTI USE TRAIL SYSTEM
FINANCIAL STATEMENTS
AS AT DECEMBER 31, 2023**

**VOYAGEUR MULTI USE TRAIL SYSTEM
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AS AT DECEMBER 31, 2023**

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NOTICE TO READER	
FINANCIAL STATEMENTS	
Balance Sheet	1
Statement of Retained Earnings	2
Statement of Earnings	3
Notes to Financial Statements	4

NOTICE TO READER

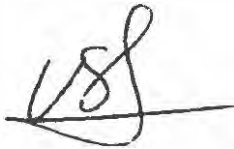
To the Shareholder of Voyageur Multi Use Trail System

On the basis of information provided by management, we have compiled the balance sheet of VOYAGEUR MULTI USE TRAIL SYSTEM as at December 31, 2023 and the statements of retained earnings, earnings and cash flows for the year then ended.

We have not performed an audit or a review engagement in respect of these financial statements and, accordingly, we express no assurance thereon.

It was necessary to prepare transactional and accounting entries in order for us to compile these financial statements.

Readers are cautioned that these statements may not be appropriate for their purposes.

A handwritten signature in black ink, consisting of the letters 'VS' in a stylized, cursive font, followed by a horizontal line extending to the right.

VS Bookkeeping and Consulting Ltd., Canada

**VOYAGEUR MULTI USE TRAIL SYSTEM
TABLE OF CONTENTS
AS AT DECEMBER 31, 2023**

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Statement of Earnings	3
Notes to Financial Statements	4

**VOYAGEUR MULTI USE TRAIL SYSTEM
BALANCE SHEET AS AT DECEMBER 31, 2023**

	2023	2022
	\$	\$
ASSETS		
CURRENT		
Cash	191,883	141,380
Accounts receivable	20,321	20,691
Inventory	6,446	16,405
Income taxes recoverable	2,347	
	220,997	178,476
LONG-TERM		
Property, plant and equipment - Note 3	28,765	21,236
	249,762	199,712
LIABILITIES		
CURRENT		
Accounts payable and accrued liabilities	1,703	1,143
Deferred revenue	29,200	24,500
	30,903	25,643
LONG-TERM		
Long-term debt - Note 4		
	30,903	25,643
SHAREHOLDERS' EQUITY		
RETAINED EARNINGS	218,859	174,069
	218,859	174,069
	249,762	199,712

APPROVED ON BEHALF OF THE BOARD

_____ Director

The accompanying notes form an integral part of these financial statements

**VOYAGEUR MULTI USE TRAIL SYSTEM
STATEMENT OF RETAINED EARNINGS
(UNAUDITED)
FOR THE YEAR ENDED DECEMBER 31, 2023
(See Notice to Reader)**

	2023	2022
	\$	\$
NET ASSETS - BEGINNING OF YEAR	174,069	127,378
NET EARNINGS FOR YEAR	44,790	46,691
RETAINED EARNINGS - END OF YEAR	218,859	174,069

The accompanying notes form an integral part of these financial statements

VOYAGEUR MULTI USE TRAIL SYSTEM
STATEMENT OF EARNINGS
(UNAUDITED)
FOR THE YEAR ENDED DECEMBER 31, 2023
(See Notice to Reader)

	2023	2022
	\$	\$
REVENUE		
Trail passes	35,940	34,670
Fundraising revenue	6,681	14,352
EXPENSES		
Advertising	6,345	8,441
Bank and interest charges	140	18
Business fees & memberships	371	233
Insurance	1,548	1,548
Professional fees	2,104	2,245
Office supplies	3,500	2,724
Repairs & maintenance	26,530	11,931
Travel & entertainment	2,748	1,686
Others operating expenses	20,300	20,400
	<u>63,586</u>	<u>49,226</u>
LOSS BEFORE OTHER INCOME	<u>(20,965)</u>	<u>(14,556)</u>
Other Income:		
Grant income	65,755	46,895
NET EARNINGS FOR YEAR	<u>44,790</u>	<u>46,691</u>

The accompanying notes form an integral part of these financial statements

1. DESCRIPTION OF BUSINESS

The business is incorporated under the provincial business corporation act of Ontario. The business operates a fitness establishment.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Property, Plant, and Equipment.

Property, plant and equipment are stated at acquisition cost. Gains or losses on the disposal of individual assets are recognized in earnings in the year of disposal. Amortization of property, plant and equipment, which is based on estimated useful life, is calculated on the following bases and at the rates set out below

	Method	Rate
Furniture and fixtures	Declining balance	20%
The company regularly reviews its property, plant, and equipment to eliminate obsolete items.		

3. PROPERTY, PLANT AND EQUIPMENT

	2023		2022	
	Cost	Accumulated amortization	Cost	Accumulated amortization
	\$	\$	\$	\$
Furniture & equipment	28,765		21,236	
	28,765		21,236	
Cost less accumulated amortization	\$	28,765	\$	21,236

The accompanying notes form an integral part of these financial statements



INFORMATION REPORT

PREPARED FOR: MAYOR BÉLANGER AND MEMBERS OF COUNCIL

PREPARED BY: PAUL LAPERRIERE, INTERIM CAO/TREASURER

TITLE: 2024 OPERATING BUDGET

DATE: MONDAY JUNE 24, 2024

REPORT NO: 24-36R

BACKGROUND

The first draft of the 2024 budget was presented April 15th and proposed year-over-year increase to the tax levy of \$58,240 or 2.5% increase.

ANALYSIS & DISCUSSION

The draft was approved in principle however the Library's financial needs was not finalized and the approval was deferred until the Library matter was addressed.

A decision was reached on the Library at the June 10, 2024 regular Council meeting and a result thereof, an additional \$25,000 was added to the budget to cover incidentals related to the Library's closing of its facility at F.J. McElligott High School.

The Town will use its own forces to move the Library and will put everything in heated storage either locally or in North Bay the annual rental charge for which will be up to \$8,600. Gas and vehicle rentals will bring the cost to an estimated \$10,000 to \$11,000. The balance of the \$25,000 is for any unforeseen costs.

The Town, on behalf of the Library Board, is working on a funding submission for the Ontario Trillium Funding Seed Grant (maximum \$100,000).

Other changes include a revision of the ICIP funding and Dorion Road Project Expenses based on the tender submission received June 6 plus other minor miscellaneous changes.

FINANCIAL IMPLICATIONS

The increase to the 2023 levy of \$58,240 (2.50%) remains unchanged from that presented on April 15, 2024.

RELEVANT POLICY/LEGISLATION

Municipal Act, 2001, Town of Mattawa Operating Budget Document

RECOMMENDATIONS/RESOLUTION

It is recommended that Council for the Town of Mattawa receives this report and further than Council approves the 2024 budget as presented.

BE IT RESOLVED THAT the Council of the Town of Mattawa receives Report # 24-36R titled 2024 Operating Budget.

AND FURTHER THAT Council approves the budget as presented.

TOWN OF MATTAWA

2024 Budget Summary and Explanatory Notes

Version 2 - June 24, 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.	32,257								-	32,257
MDRA	1,525,440						1,622,809	Note 3	1,622,809	(97,369)
Municipal Tax Mitigation	136,406								-	136,406
ICIP - Provincial	610,383						653,982	Note 4	653,982	(43,599)
ICIP - Federal	1,098,690						1,177,168	Note 4	1,177,168	(78,478)
NOHFC - Voyageur Days	15,000								-	15,000
Factor									-	-
Summer Experience	55,000								-	55,000
Hospital grant	1,425								-	1,425
	5,015,201	-	-	-	25,000		3,603,959		3,628,959	1,386,242

General Government

Reserve - General Fund	370,816								-	370,816
Reserve - Senior's Housing	10,000						10,000		10,000	-
Reserve - Offical Plan	50,000				50,000				50,000	-
Reserve - water	306,848						306,848		306,848	-

TOWN OF MATTAWA

2024 Budget Summary and Explanatory Notes

Version 2 - June 24, 2024

DEPARTMENT	REVENUE	Expenses							SURPLUS (DEFICIT)	
		Salaries & benefits	Operating costs	Inflation provision	Other cost		CAPEX			Total
					Amount	Ref	Amount	Ref		
				2.50%						
Financial (interest/lease/ceme	266,605								-	266,605
Investment income	-								-	-
Bylaw/permits etc...	9,295								-	9,295
General Government		591,330	400,593	10,015	172,000	Note 5	12,500	Note 6	1,186,438	(1,186,438)
	1,013,564	591,330	400,593	10,015	222,000	-	329,348	-	1,553,286	(539,722)

Departments

Fire Department	30,000	173,537	52,268	1,307			35,000	Note 7	262,112	(232,112)
By-Law Department		78,304	13,677	342					92,323	(92,323)
Building Department	6,000	10,000	1,788	45					11,833	(5,833)
Policing/OPP Group of Four	-		531,047						531,047	(531,047)
	36,000	261,841	598,780	1,693	-		35,000		897,314	(861,314)

Public Works

Bridges/Roads/Mach./Transp		619,936	460,317	11,508	32,500	Note 8	75,195	Note 9	1,199,456	(1,199,456)
PW - Environmental Services										
Lagoon/Sewer			72,560	1,814					74,374	(74,374)
Landfill	210,500		462,831	11,571					474,401	(263,901)
Scrap metal	15,000		12,279	307					12,586	2,414
Garbage Collection			156,981						156,981	(156,981)
Recycling	58,905		130,931						130,931	(72,026)
Street Lighting			14,408	360					14,768	(14,768)
	284,405	619,936	1,310,307	25,560	32,500	-	75,195	-	2,063,498	(1,779,093)

TOWN OF MATTAWA

2024 Budget Summary and Explanatory Notes

Version 2 - June 24, 2024

DEPARTMENT	REVENUE	Expenses							SURPLUS (DEFICIT)	
		Salaries & benefits	Operating costs	Inflation provision	Other cost		CAPEX			Total
					Amount	Ref	Amount	Ref		
				2.50%						
Water	1,081,238		433,112	10,828					443,940	637,298
Arena	39,390	375,351	136,556	3,414					515,321	(475,931)
Voyageur Days	422,000		475,000						475,000	(53,000)
Health & Family Services			383,641						383,641	(383,641)
Info Centre	25,000	156,347	13,959	349					170,655	(145,655)
All others										
NBMCA/Emergency Flood	50,000		9,900				50,000	Note 11	59,900	(9,900)
Summer students	28,540	93,014							93,014	(64,474)
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			18,500						18,500	(18,500)
Library					93,300	Note 13			93,300	(93,300)
Curling Club (Fitness Centre)	15,000		23,781	594					24,375	(9,375)
Seniors' Housing	250,000								-	250,000

TOWN OF MATTAWA

2024 Budget Summary and Explanatory Notes

Version 2 - June 24, 2024

DEPARTMENT	REVENUE	Expenses							SURPLUS (DEFICIT)	
		Salaries & benefits	Operating costs	Inflation provision	Other cost		CAPEX			Total
					Amount	Ref	Amount	Ref		
2.50%										
Econ. Dev. (Blue Sky/CGIS)			22,902	573					23,474	(23,474)
Connecting Links									-	-
	423,328	93,014	146,303	1,167	78,300	-	50,000	-	368,783	54,545
TOTAL	8,374,034	2,097,819	4,163,251	53,026	357,800		4,093,502		10,765,397	(2,391,363)

25,001

Tax levy required

2,391,363

2023 levy

2,333,123

Increase - \$

58,240

Increase - %

2.50%

TOWN OF MATTAWA

2024 Budget Summary and Explanatory Notes

2024 Budget

Appendix 1

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 - \$1,831,150 expenditure

i) Federal contribution - 60%	1,098,690
ii) Provincial contribution - 33.33%	610,383
	<u>1,709,073</u>

Note: Mattawa's share (6.67%) is \$122,077

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

2024 Budget Summary and Explanatory Notes

2024 Budget

Appendix 1

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>
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Note 9: Public Works - CAPEX

i) Grader payments	75,000
Less grader rentals/repairs	(25,000)
ii) Additional payments - vehicle fleet	25,195
	<u>75,195</u>

Note 10: Water Dept CAPEX

i) As identified by OCWA in their 10 year plan	<u>106,848</u>
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Note 11: All Others - Flood Repairs

i) Dock/marina repairs	<u>50,000</u>
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Note 12: All Others - Museum

i) Elimination of contribution for 2024	<u>(15,000)</u>
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Note 13: All Others - Other Costs

i) Library as per Council resolution	68,300
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INFORMATION REPORT

PREPARED FOR: MAYOR BÉLANGER AND MEMBERS OF COUNCIL
PREPARED BY: PAUL LAPERRIERE, INTERIM CAO/TREASURER
TITLE: MUNICIPAL OFFICE HOURS FOR SUMMER MONTHS
DATE: MONDAY JUNE 24, 2024
REPORT NO: 24-37R

BACKGROUND

Current office hours are Monday to Thursday, 9:00 to 5:00; Friday 9:00 – 4:00.

The office is open during lunch hour such that the office is open 8 hours per day. Townhall staff are paid based on 7 hour days. Staff cover each other by taking staggered lunchtimes.

ANALYSIS & DISCUSSION

The accumulation of in-lieu hours is far less significant than that of the previous year or years. Nonetheless, Townhall staff continue to accumulate such hours due to attending after hours Council meeting and/or taking half hour lunches.

As a way to compensate Townhall staff for these extra hours, it is proposed that we re-introduce summer hours whereby the office will be closed at 1:00 PM Friday afternoons for July and August.

FINANCIAL IMPLICATIONS

There are 9 Fridays for the period from July 2, 2024 to September 3, 2024. Finishing at 1:00 means 3 less hours per week than currently being worked or a total of 27 hours.

Staff will apply this additional time-off against their current bank of in-lieu hours. This bank will increase by Council meetings during July and August (only a few) and by only taking half hour lunches. Shorter lunches will add 22.5 hours to their in-lieu bank.

While the office will be closed at 1:00 PM on Fridays, this is not a mandatory initiative. Staff who have insufficient in-lieu hours or staff who are not interested in taking half hour lunches can work till 4:00 PM on Fridays as the per usual hours of work.

RELEVANT POLICY/LEGISLATION

Hours of Work Policy, Time-off In-Lieu/ O/T Policy, Employment Standards Act

RECOMMENDATIONS/RESOLUTION

That Council for the Town of Mattawa receives report and further that Council approves the summer hours as proposed.

BE IT RESOLVED THAT the Council of the Town of Mattawa receives Report # 24-37R titled Municipal Office Hours for Summer Months.

AND FURTHER THAT Council approves the summer hours as proposed and directs staff to place notice in the Mattawa Recorder, municipal website, Town of Mattawa Facebook Pages and Mattawa App.

DATE: MONDAY JUNE 24, 2024

11.2

THE CORPORATION TOWN OF MATTAWA

MOVED BY COUNCILLOR _____

SECONDED BY COUNCILLOR _____

BE IT RESOLVED THAT the Council of the Town of Mattawa adopt By-law No. 24-13 which is a by-law to approve the 2024 Municipal Operating Budget.

THE CORPORATION OF THE TOWN OF MATTAWA

BY-LAW NUMBER 24-13

BEING a by-law to adopt the 2024 Municipal Operating Budget.

WHEREAS Subsection 289 (1) of the Municipal Act, S. O. 2001, Chapter 25. as amended, requires that a municipality shall in each year prepare and adopt a budget;

AND WHEREAS the Council of the Corporation of the Town of Mattawa wishes to adopt its 2024 Operating Budget.

NOW THEREFORE the Council of the Town of Mattawa enacts as follows:

1. **THAT** the 2024 Operating Budget as set out in Schedule "A" be hereby adopted.
2. **THAT** this By-law shall come into force on the day upon which it is passed.

READ A FIRST and SECOND TIME, this 24th day of June, 2024.

READ THIRD TIME and FINALLY PASSED, this 24th day of June, 2024.

Mayor

Clerk

TOWN OF MATTAWA

2024 Budget Summary and Explanatory Notes

Version 2 - June 24, 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.	32,257								-	32,257
MDRA	1,525,440						1,622,809	Note 3	1,622,809	(97,369)
Municipal Tax Mitigation	136,406								-	136,406
ICIP - Provincial	610,383						653,982	Note 4	653,982	(43,599)
ICIP - Federal	1,098,690						1,177,168	Note 4	1,177,168	(78,478)
NOHFC - Voyageur Days	15,000								-	15,000
Factor									-	-
Summer Experience	55,000								-	55,000
Hospital grant	1,425								-	1,425
	5,015,201	-	-	-	25,000		3,603,959		3,628,959	1,386,242

General Government

Reserve - General Fund	370,816								-	370,816
Reserve - Senior's Housing	10,000						10,000		10,000	-
Reserve - Offical Plan	50,000				50,000				50,000	-
Reserve - water	306,848						306,848		306,848	-

TOWN OF MATTAWA

2024 Budget Summary and Explanatory Notes

Version 2 - June 24, 2024

DEPARTMENT	REVENUE	Expenses							SURPLUS (DEFICIT)	
		Salaries & benefits	Operating costs	Inflation provision	Other cost		CAPEX			Total
					Amount	Ref	Amount	Ref		
				2.50%						
Financial (interest/lease/ceme	266,605								-	266,605
Investment income	-								-	-
Bylaw/permits etc...	9,295								-	9,295
General Government		591,330	400,593	10,015	172,000	Note 5	12,500	Note 6	1,186,438	(1,186,438)
	1,013,564	591,330	400,593	10,015	222,000	-	329,348	-	1,553,286	(539,722)

Departments

Fire Department	30,000	173,537	52,268	1,307			35,000	Note 7	262,112	(232,112)
By-Law Department		78,304	13,677	342					92,323	(92,323)
Building Department	6,000	10,000	1,788	45					11,833	(5,833)
Policing/OPP Group of Four	-		531,047						531,047	(531,047)
	36,000	261,841	598,780	1,693	-		35,000		897,314	(861,314)

Public Works

Bridges/Roads/Mach./Transp		619,936	460,317	11,508	32,500	Note 8	75,195	Note 9	1,199,456	(1,199,456)
PW - Environmental Services										
Lagoon/Sewer			72,560	1,814					74,374	(74,374)
Landfill	210,500		462,831	11,571					474,401	(263,901)
Scrap metal	15,000		12,279	307					12,586	2,414
Garbage Collection			156,981						156,981	(156,981)
Recycling	58,905		130,931						130,931	(72,026)
Street Lighting			14,408	360					14,768	(14,768)
	284,405	619,936	1,310,307	25,560	32,500	-	75,195	-	2,063,498	(1,779,093)

TOWN OF MATTAWA

2024 Budget Summary and Explanatory Notes

Version 2 - June 24, 2024

DEPARTMENT	REVENUE	Expenses							SURPLUS (DEFICIT)	
		Salaries & benefits	Operating costs	Inflation provision	Other cost		CAPEX			Total
					Amount	Ref	Amount	Ref		
				2.50%						
Water	1,081,238		433,112	10,828					443,940	637,298
Arena	39,390	375,351	136,556	3,414					515,321	(475,931)
Voyageur Days	422,000		475,000						475,000	(53,000)
Health & Family Services			383,641						383,641	(383,641)
Info Centre	25,000	156,347	13,959	349					170,655	(145,655)
All others										
NBMCA/Emergency Flood	50,000		9,900				50,000	Note 11	59,900	(9,900)
Summer students	28,540	93,014							93,014	(64,474)
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			18,500						18,500	(18,500)
Library					93,300	Note 13			93,300	(93,300)
Curling Club (Fitness Centre)	15,000		23,781	594					24,375	(9,375)
Seniors' Housing	250,000								-	250,000

TOWN OF MATTAWA

2024 Budget Summary and Explanatory Notes

Version 2 - June 24, 2024

DEPARTMENT	REVENUE	Expenses							SURPLUS (DEFICIT)	
		Salaries & benefits	Operating costs	Inflation provision	Other cost		CAPEX			Total
					Amount	Ref	Amount	Ref		
2.50%										
Econ. Dev. (Blue Sky/CGIS)			22,902	573					23,474	(23,474)
Connecting Links									-	-
	423,328	93,014	146,303	1,167	78,300	-	50,000	-	368,783	54,545
TOTAL	8,374,034	2,097,819	4,163,251	53,026	357,800		4,093,502		10,765,397	(2,391,363)

25,001

Tax levy required

2,391,363

2023 levy

2,333,123

Increase - \$

58,240

Increase - %

2.50%

TOWN OF MATTAWA

2024 Budget Summary and Explanatory Notes

2024 Budget

Appendix 1

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>
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Note 4: ICIP Funding - Dorion Road - \$1,831,150 expenditure

i) Federal contribution - 60%	1,098,690
ii) Provincial contribution - 33.33%	610,383
	<u>1,709,073</u>

Note: Mattawa's share (6.67%) is \$122,077

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
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TOWN OF MATTAWA

2024 Budget Summary and Explanatory Notes

2024 Budget

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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>
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Note 9: Public Works - CAPEX

i) Grader payments	75,000
Less grader rentals/repairs	(25,000)
ii) Additional payments - vehicle fleet	25,195
	<u>75,195</u>

Note 10: Water Dept CAPEX

i) As identified by OCWA in their 10 year plan	<u>106,848</u>
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Note 11: All Others - Flood Repairs

i) Dock/marina repairs	<u>50,000</u>
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Note 12: All Others - Museum

i) Elimination of contribution for 2024	<u>(15,000)</u>
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Note 13: All Others - Other Costs

i) Library as per Council resolution	68,300
--------------------------------------	--------

DATE: MONDAY JUNE 24, 2024

11.2

THE CORPORATION TOWN OF MATTAWA

MOVED BY COUNCILLOR _____

SECONDED BY COUNCILLOR _____

BE IT RESOLVED THAT the Council of the Town of Mattawa adopt By-law No. 24-14 which is a by-law to approve the 2024 Tax Ratios.

THE CORPORATION OF THE TOWN OF MATTAWA

BY-LAW NUMBER 24-14

BEING a By-law for establishing tax ratios for the current taxation year.

WHEREAS pursuant to Section 308(1) of the Municipal Act, S. O. 2001, c. 25, as amended, the Council of the municipality shall pass a by-law establishing the tax ratios for the year for the municipality.

NOW THEREFORE the Council of the Town of Mattawa enacts as follows:

The tax ratios for the municipality are as follows for 2024:

Residential/Farm	1.0000
New Multi-Residential	1.1000
Multi-Residential	1.4053
Commercial - Occupied	1.5976
Commercial – Excess Land	1.1183
Commercial – Vacant Land	1.1183
Industrial - Occupied	2.1688
Industrial – Excess Land	1.4097
Industrial – Vacant Land	1.4097
Pipelines	1.1764

READ A FIRST and SECOND TIME, this 24th day of June, 2024.

READ THIRD TIME and FINALLY PASSED, this 24th day of June, 2024.

Mayor

Clerk

DATE: MONDAY JUNE 24, 2024

11.3

THE CORPORATION TOWN OF MATTAWA

MOVED BY COUNCILLOR _____

SECONDED BY COUNCILLOR _____

BE IT RESOLVED THAT the Council of the Town of Mattawa adopt By-law No. 24-15 which is a by-law to approve the tax rates and provide the levy and collection of municipal and education taxes for 2024.

THE CORPORATION OF THE TOWN OF MATTAWA

BY-LAW NUMBER 24-15

BEING a by-law to fix the tax rates and to provide for the levy and collection of municipal and education taxes for the year 2024.

WHEREAS it is deemed necessary to set the tax rates for the year 2024, and to provide accordingly for the levy and collection of the taxes required for the general purposes of the municipality in the amount of \$2,358,481.00;

AND WHEREAS it is deemed necessary to set the tax rates for year 2024, and to provide accordingly for the levy and collection of the taxes required for Provincial/Educational purposes in the amount of \$262,242.00;

AND WHEREAS the whole of the assessment on real property, business and ROW (Acres) in the Town of Mattawa, according to the 2023 assessment roll as returned and revised pursuant to the provisions of the Assessment Act, is in the amount of \$153,263,600.00 assessment and 25.17 Acres (ROW) upon which the rate of taxation for Municipal and Education purposes for the year 2023 shall be fixed and levied pursuant to the provisions of the Municipal Act, S.O. 2001, c. 25, Part VIII.

NOW THEREFORE the Council of the Town of Mattawa enacts as follows:

1. **THAT** there shall be levied and collected upon the whole of the assessment of real property, business and ROW (Acres) in the Town of Mattawa according to the 2023 assessment roll, as returned and revised, upon which the taxes for the year 2024 shall be levied, and upon all ratable property upon which taxes for such year may be levied, taxes in the amount of \$2,620,100.00 which amount shall be levied upon the assessments of the real property in each of the following classes at the rates shown below:

<u>CLASS</u>	<u>MUN RATE</u>	<u>EDUCATION</u>	<u>TOTAL RATE</u>
RESIDENTIAL	0.01990818	0.00153000	0.02143818
MULTI-RES	0.02797697	0.00153000	0.02950697
NEW MULTI-RES	0.02189900	0.00153000	0.02342900
COMM - OCCUPIED	0.03180531	0.00880000	0.04060531
COMM - EXCESS LAND/VACANT	0.02226372	0.00880000	0.03106372
INDUSTRIAL - OCCUPIED	0.04317686	0.00880000	0.05197686
INDUSTRIAL - EXCESS LAND/VACANT	0.02806496	0.00880000	0.03686496
PIPELINE	0.02341998	0.00880000	0.03221998
RAILWAY(R-O-W) - ACRES	38.89	24.78	63.67

2. **THAT** all taxes levied respectively as aforesaid and other rates payable as taxes, shall be payable into the hands of the Treasurer in accordance with the provisions of this by-law.
3. **THAT** all property taxes and all rates and charges, payable as taxes, included in the tax roll for the year 2024 shall be payable upon the following dates:

50% thereof on the 31st day of July, 2024

50% thereof on the 30th day of September, 2024

4. **THAT** there shall be imposed on all installments of taxes payable and remaining unpaid on the dates specified in subsection (a), one and one quarter per cent (1.25%) per month on the first day of each calendar month which such default continues, pursuant to Section 345 Subsections 1, 2, and 3 of the Municipal Act, S. O. c. 25, as amended.
5. **THAT** the Treasurer is hereby authorized to accept part payment from time to time on account of taxes due, and to give a receipt of such part payment, provided that acceptance of any such part payment shall not affect the collection of any percentage charge imposed and collectable under sections 4(b) in respect of non-payment of any taxes or any class of taxes or any installment thereof.
6. **THAT** the Treasurer may mail/email or cause to be mailed/mailed to the address of the residence of place of business of each person taxed, a notice specifying the amount of taxes payable by such person and be given authority to solely use discretion in unforeseen circumstances and may allow on the full installment of taxes, a period of grace if warranted without additional penalty, on payment received after due date as mentioned in paragraph 4.
7. **THAT** notwithstanding the provisions of this by-law providing for payment of taxes or installments thereof without an additional percentage charge on or before the dates hereinbefore set forth, all taxes for the year 2024, including other rates payable as taxes, shall be deemed to have been imposed and to be due on and from the first day of January, 2024.
8. **THAT** nothing herein contained shall prevent the Treasurer from proceeding at any time with the collection of any rate, tax or assessment, or any part thereof, in accordance with the provisions of the statutes and by-laws governing the collection of taxes.
9. **THAT** in the event of conflict between the provisions of this by-law and any other by-law, the provisions of this by-law shall prevail.
10. **THAT** this by-law shall come into force and take effect on the day of the final passing thereof.

READ A FIRST and SECOND TIME, this 24th day of June, 2024.

READ THIRD TIME and FINALLY PASSED, this 24th day of June, 2024.

Mayor

Clerk

DATE: MONDAY JUNE 24, 2024

11.4

THE CORPORATION TOWN OF MATTAWA

MOVED BY COUNCILLOR _____

SECONDED BY COUNCILLOR _____

BE IT RESOLVED THAT the Council of the Town of Mattawa adopt By-law No. 24-16 which is a by-law to adopt the consolidated user fees and charges for the Town of Mattawa.

THE CORPORATION OF THE TOWN OF MATTAWA

BY-LAW NUMBER 24-16

BEING a by-law to adopt a consolidated user fees and charges for the Town of Mattawa.

WHEREAS the *Municipal Act, 2001*, S.O. 2001, c.25, Section 391, authorizes a municipality to pass by-laws imposing fees or charges on any class of persons for services or activities provided or done by or on behalf of any other municipality; for the use of its property, including property under its control; and for capital costs payable by it for sewage and water services or activities which will be provided or done by or on behalf of it after the fees or charges are imposed;

AND WHEREAS the Planning Act, R.S.O. 1990, Chapter P.13, Section 69, provides that the Council of a municipality may prescribe a tariff of fees for the processing of applications made in respect to planning matters;

AND WHEREAS the Building Code Act, S.O. 1992, Section 7, Chapter 23, as amended, authorizes the Council of a municipality to pass a by-law requiring the payment of fees on applications for and issuance of permits and prescribing the amounts thereof;

AND WHEREAS fees respecting the Pinehill Cemetery are authorized under Section 27 of the Cemeteries Act;

AND WHEREAS all fees or charges imposed pursuant to the By-law are due and payable by the person invoiced therefore, immediately upon receipt of the invoice;

AND WHEREAS unpaid fees or charges imposed pursuant to the By-law are subject to an interest rate of one and one quarter per cent per month;

AND WHEREAS the fees or charges imposed pursuant to this By-law constitute a debt owing to the Corporation of the Town of Mattawa, and without limiting any collection remedy otherwise available to the municipality, the Corporation of the Town of Mattawa may add outstanding fees and charges, including interest on the unpaid balance pursuant to the preceding paragraph of this By-law, to the tax roll for any real property within the municipality owned by the person responsible for paying the fees and charges, and the amount may be collected in a like manner as municipal taxes;

AND WHEREAS a Public Meeting under the *Municipal Act* in the matter of the fees and charges set by the municipality was held on the 10th day of June, 2024;

AND WHEREAS it was deemed necessary to establish a consolidated user fees and charges by-law for the Corporation of the Town of Mattawa that would benefit all users.

NOW THEREFORE the Council of the Town of Mattawa enacts as follows:

1. **THAT** this By-law shall be known as the Fees and Charges By-law.
2. **THAT** Schedule "A" attached hereto is approved and form part of the By-law.
3. **THAT** this By-law shall come into force and effect on the day of passing.

4. **THAT** By-law 17-06, 18-08 and 22-08 are hereby repealed.

READ A FIRST and SECOND TIME, this 24th day of June, 2024.

READ THIRD TIME and FINALLY PASSED, this 24th day of June, 2024.

Mayor

Clerk



TOWN OF MATTAWA CONSOLIDATED USER FEES

Schedule "A"
to By-law 24-16

ADMINISTRATION/CLERK'S DEPARTMENT/TREASURY SERVICES

SERVICE	2023	2024	2025	2026
Municipal Freedom of Information & Privacy Act (MFIPPA) as prescribed by legislation				
Request	\$5.00	\$5.00	\$5.00	\$5.00
Search time (per 15 minutes)	\$7.50	\$7.50	\$7.50	\$7.50
Preparation of Records to Disclosure (per 15 minutes)	\$7.50	\$7.50	\$7.50	\$7.50
Photocopies or print outs (per page)	\$0.20	\$0.20	\$0.20	\$0.20
Administration/Clerk Services				
B&W Letter photocopies or print outs (per page)	\$0.50	\$0.75	\$1.00	\$1.25
B&W Legal photocopies or print outs (per page)	\$0.50	\$0.85	\$1.10	\$1.35
B&W Ledger photocopies or print outs (per page)	\$1.00	\$1.25	\$1.50	\$1.75
Colour Letter photocopies or print outs (per page)	\$1.00	\$1.25	\$1.50	\$1.75
Colour Legal photocopies or print outs (per page)	\$1.00	\$1.35	\$1.60	\$1.85
Colour Ledger photocopies or print outs (per page)	\$1.50	\$2.00	\$2.25	\$2.50
Faxes Incoming/Outgoing – Local	\$1.00	\$2.00	\$2.50	\$3.00
Faxes Incoming/Outgoing – Long Distance	\$2.00	\$3.00	\$3.50	\$4.00
Council Chamber Rental – Resident	\$100.00	\$100.00 + HST	\$125.00 + HST	\$150.00 + HST
Council Chamber Rental – Non Resident		\$150.00 + HST	\$175.00 + HST	\$200.00 + HST
Commissioner of Oaths – Resident	\$5.00	\$5.00	\$5.00	\$5.00
Commissioner of Oaths – Non Resident		\$30.00	\$30.00	\$30.00
Certified True Copies – Resident	\$5.00	\$5.00	\$5.00	\$5.00
Certified True Copies – Non Resident		\$35.00	\$35.00	\$35.00
Treasury Services				
NSF – Returned Item Charge	\$40.00	\$40.00	\$45.00	\$50.00
Tax-Utility Certificate	\$40.00 EA	\$60.00	\$60.00	\$60.00
Zoning Inquiry for property sales	\$40.00	\$75.00	\$75.00	\$75.00
Work Orders for property sales	\$40.00	\$75.00	\$75.00	\$75.00
Fire Inquiry for property sales	\$40.00	\$75.00	\$75.00	\$75.00
Tax Account Status Printout (Current Year)		\$5.00	\$5.00	\$5.00
Tax Account Printout (Multi-years)		\$20.00	\$20.00	\$20.00

Reprint of Tax and Utility Bills (each bill)		\$5.00	\$5.00	\$5.00
Year End Unpaid Water Transfer to Tax Roll	\$50.00	\$50.00	\$50.00	\$50.00
Year End Accounts Receivables Transfer to Tax Roll	\$50.00	\$50.00	\$50.00	\$50.00
Final Letters for Tax Accounts in 3 rd Year Arrears – Pre Tax Sale Registration	\$50.00	\$50.00	\$50.00	\$50.00
Property Tax Sale Registration Fee	\$500.00	\$500.00 + legal costs recovery	\$500.00 + legal costs recovery	\$500.00 + legal costs recovery
Property Tax Sale Extension Agreement	\$250.00	\$300.00 + legal costs recovery	\$300.00 + legal costs recovery	\$300.00 + legal costs recovery
Late Payment Fees on All Overdue Accounts (per month on 1 st day after due date)	1.25%	1.25%	1.25%	1.25%

PLANNING SERVICES

SERVICE	2023	2024	2025	2026
Minor Variance Applications (Committee of Adjustment) **cost plus a \$100.00 deposit towards the final planner costs	\$325.00	\$400.00	\$500.00	\$600.00
Rezoning Applications **cost plus a \$250.00 deposit towards the final planner costs	\$500.00	\$650.00	\$850.00	\$1050.00
Official Plan Amendment Application **cost plus a \$350.00 deposit towards the final planner costs	\$750.00	\$1000.00	\$2000.00	\$3000.00
Copy of Zoning By-law	\$10.00	\$20.00	\$20.00	\$20.00
Copy of Official Plan	\$10.00	\$20.00	\$20.00	\$20.00
Landowner Inquires for Planning Consultant outside of Municipal Staff Resources (per hour)	\$125.00	\$150.00	\$150.00	\$150.00

NOTE: Full cost recovery on Minor Variance Applications, Rezoning Application and Official Plan Amendment Applications on planning services fees with deposit.

RECREATION DEPARTMENT SERVICES

SERVICE	2023	2024	2025	2026
Hall / Community Centre Rentals				
Hall Rental – per day	\$250.00	\$265.00	\$270.00	\$275.00
Hall Rental – per hour	\$35.00	\$40.00	\$45.00	\$50.00
Kitchen Rental – per day (arena event only)	\$100.00	\$105.00	\$110.00	\$115.00
Hall & Kitchen Rental – per day	\$350.00	\$365.00	\$370.00	\$375.00
Hall & Bar Rental – per day	\$495.00	\$510.00	\$515.00	\$520.00
Hall, Bar & Kitchen Rental – per day	\$595.00	\$610.00	\$615.00	\$620.00
Ice Rentals				
Youth Rental Fee - per hour	\$60.00	\$75.00	\$85.00	\$95.00
Adult Rental Fee - per hour	\$90.00	\$105.00	\$115.00	\$125.00
Non-Resident/Team Fee - per hour	\$105.00	\$120.00	\$130.00	\$140.00
Public/Family Skating - per session	\$2.00	\$3.00	\$3.50	\$4.00
Shinny Hockey - per session	\$5.00	\$6.00	\$6.50	\$7.00
Skating Pass (Individual) - per year	\$25.00	\$30.00	\$35.00	\$40.00
Skating Pass (Family) - per year		\$60.00	\$65.00	\$70.00
Shinny Hockey Pass (Individual) - per year		\$60.00	\$65.00	\$70.00
Shinny Hockey Pass (Family) - per year		\$120.00	\$125.00	\$130.00
Floor Rentals				
Arena Floor Rental Fee - per day (kitchen not incl.)	\$700.00	\$705.00	\$710.00	\$715.00
Youth Events Floor Rental Fee - per hour (7:00am-4:00pm)	\$20.00	\$25.00	\$30.00	\$35.00
Adult Events Floor Rental Fee - per hour (7:00am-4:00pm)	\$35.00	\$40.00	\$45.00	\$50.00
Ballfield Rentals				
Hourly Rental Fee	\$25.00	\$30.00	\$35.00	\$40.00
Half Day Tournament Rental Fee	\$100.00	\$105.00	\$110.00	\$115.00
Full Day Tournament Rental Fee	\$150.00	\$155.00	\$160.00	\$165.00
Marina Fees				
Launch Ramp Fees - per day	\$5.00	\$6.00	\$7.00	\$8.00
Launch Ramp Fees - per season	\$60.00	\$65.00	\$70.00	\$80.00
Shore Power Fees - per day	\$25.00	\$30.00	\$35.00	\$40.00
Shore Power Fees - per week	\$100.00	\$105.00	\$110.00	\$115.00
Shore Power Fees - per month	\$150.00	\$155.00	\$160.00	\$165.00
Shore Power Fees - per season	\$250.00	\$255.00	\$260.00	\$265.00

RV Parking Fee (daily-overnight)	\$25.00	\$30.00	\$35.00	\$40.00
Vehicle Parking Fee (daily-overnight)	\$5.00	\$6.00	\$7.00	\$8.00
Docking Fees - Seasonal				
Dock Size 30 FT (8)	\$585.00	\$590.00	\$595.00	\$600.00
Dock Size 20 FT (16)	\$475.00	\$480.00	\$485.00	\$490.00
Dock Size 16FT (24)	\$255.00	\$260.00	\$265.00	\$270.00
Docking Fees – Monthly				
Dock Size 30 FT (8)	\$300.00	\$305.00	\$310.00	\$320.00
Dock Size 20 FT (16)	\$250.00	\$255.00	\$260.00	\$265.00
Dock Size 16FT (24)	\$175.00	\$180.00	\$185.00	\$190.00
Docking Fees – Weekly				
Dock Size 30 FT (8)	\$125.00	\$130.00	\$135.00	\$140.00
Dock Size 20 FT (16)	\$100.00	\$105.00	\$110.00	\$115.00
Dock Size 16FT (24)	\$75.00	\$80.00	\$85.00	\$90.00
Docking Fees – Overnight				
Dock Size 30 FT (8)	\$30.00	\$35.00	\$40.00	\$45.00
Dock Size 20 FT (16)	\$25.00	\$30.00	\$35.00	\$40.00
Dock Size 16FT (24)	\$20.00	\$25.00	\$30.00	\$35.00
Fitness Centre				
1 year (365 days) adult	\$250.00	\$260.00	\$270.00	\$280.00
6 months (182 days) adult	\$145.00	\$170.00	\$180.00	\$190.00
3 months (90 days) adult	\$100.00	\$110.00	\$120.00	\$130.00
1 month (30 days) adult	\$55.00	\$65.00	\$75.00	\$85.00
1 year (365 days) student 16+/senior 60+	\$175.00	\$185.00	\$195.00	\$120.00
6 months (182 days) student 16+/senior 60+	\$125.00	\$135.00	\$145.00	\$155.00
3 months (90 days) student 16+/senior 60+	\$75.00	\$85.00	\$95.00	\$105.00
1 month (30 days) student 16+/senior 60+	\$35.00	\$45.00	\$55.00	\$65.00
1 week (7 days) 16+	\$15.00	\$25.00	\$35.00	\$45.00
1 year (365 days) corporate (minimum 5 members)	\$200.00	\$210.00	\$220.00	\$230.00
Safe Use of Equipment Training		\$45.00	\$45.00	\$45.00
Fob fee	\$10.00	\$10.00	\$10.00	\$10.00

PUBLIC WORKS DEPARTMENT

SERVICE	2023	2024	2025	2026
Heavy Equipment Rental Per Hour (includes 1 operator)				
2001 Freightliner Plow/Sander/Dump Truck	\$80.00	\$150.00	\$160.00	\$170.00
2005 Sterling Elgin Sweeper	\$95.00	\$150.00	\$160.00	\$170.00
2015 Cat Grader	\$140.00	\$150.00	\$160.00	\$170.00
2017 Freightliner Plow/Sander/Dump Truck	\$135.00	\$150.00	\$160.00	\$170.00
2017 John Deere 310SL Backhoe	\$100.00	\$150.00	\$160.00	\$170.00
2017 RMT5 Trackless	\$75.00	\$150.00	\$160.00	\$170.00
2022 Cat Loader	\$110.00	\$150.00	\$160.00	\$170.00
Light Duty Equipment Rental Per Hour (includes 1 operator)				
2010 Ford Ranger	\$45.00	\$100.00	\$110.00	\$120.00
2012 Ford F-150	\$45.00	\$100.00	\$110.00	\$120.00
2019 Ford F-150	\$45.00	\$100.00	\$110.00	\$120.00
2019 Ford F-150	\$45.00	\$100.00	\$110.00	\$120.00
2022 GMC Sierra	\$45.00	\$100.00	\$110.00	\$120.00

LANDFILL SITE SERVICES

SERVICE	2023	2024	2025	2026
Garbage Bags (per bag)	\$2.00			
6 bags or less (sorted)		\$10.00	\$10.00	\$10.00
Pick-Up Truck (Household) - cubic yard	\$10.00			
7 bags or more Pick-Up Truck or Trailer (sorted)		\$25.00	\$25.00	\$25.00
Trailer (Household) - cubic yard	\$10.00			
Truck & Trailer (sorted)		\$35.00	\$35.00	\$35.00
Dual Axle Trailer (sorted)		\$110.00	\$110.00	\$110.00
Single axle dump truck or bin (10 cubic yards or less sorted)		\$400.00	\$410.00	\$420.00
Single axle dump truck or bin (10 cubic yards or less unsorted)		\$650.00	\$660.00	\$670.00
Dual Axle dump truck or bin (11-20 cubic yards sorted)		\$640.00	\$650.00	\$660.00
Dual Axle dump truck or bin (11-20 cubic yards unsorted)		\$890.00	\$900.00	\$910.00
Roll off Bin (21-30 cubic yards sorted)		\$1,200.00	\$1,210.00	\$1,220.00
Roll off Bin (21-30 cubic yards unsorted)		\$1,450.00	\$1,460.00	\$1,470.00
Roll off Bin (31-40 cubic yards sorted)		\$1,600.00	\$1,610.00	\$1,620.00
Roll off Bin (31-40 cubic yards unsorted)		\$1,850.00	\$1,860.00	\$1,870.00
Refrigeration - A/C, refrigerator, etc. - appliance (tagged)	\$35.00	\$5.00	\$5.00	\$5.00
Refrigeration - A/C, refrigerator, etc. - appliance (untagged)		\$45.00	\$45.00	\$45.00
Mattresses/Carpet/Sofas - each	\$10.00	\$25.00	\$25.00	\$25.00
Shingles/Drywall - cubic yard	\$10.00			
Wood/brush - cubic yard	\$10.00			
Wood/brush (load)		\$25.00	\$25.00	\$25.00
Boats - each	\$50.00			
Grass, wood chips, leaves, concrete (free of rebar), steel, bricks, tires.		No Charge	No Charge	No Charge
Electronics		No Charge	No Charge	No Charge
Regular - cubic yard	\$40.00			
Concrete Only - cubic yard	\$40.00			
Shingles Only - cubic yard	\$20.00			
Wood Only - cubic yard	\$20.00			
Regulated Loads				
Bulk Asbestos (max 30 cubic yards) - load	\$1,500.00			

Landfill Open/Close - per hour	\$45.00	\$50.00	\$55.00	\$60.00
Large item pickup		\$25.00	\$25.00	\$25.00

ENVIRONMENTAL SERVICES

SERVICE	2023	2024	2025	2026
Water on or off service fee (7:00am - 4:00pm), excluding statutory holidays	\$30.00	\$40.00	\$45.00	\$50.00
Water on or off service fee (4:00pm - 7:00am), including statutory holidays	\$90.00	\$100.00	\$100.00	\$100.00
Seasonal Properties (Snowbirds) Administrative Fees (water on/off & administrative fee included)	\$50.00			
Seasonal Fee (water on/off & administration fee included) for winterization		\$125.00	\$125.00	\$125.00
Delinquent Account Transfer to Property Taxes - Administration Fee	\$50.00	\$50.00	\$75.00	\$100.00
OIC/ORO inspection fee for any municipal water or sewer connection (7:00am - 4:00pm), excluding statutory holidays	\$30.00	\$95.00	\$95.00	\$95.00
OIC/ORO inspection fee for any municipal water or sewer connection (4:00pm - 7:00am), including statutory holidays	\$45.00	\$140.00	\$140.00	\$140.00
Water Service Connection with new Roll Number	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
Sewer Service Connection with new Roll Number	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
Water Service Connection - New connection where there was no previous tie-in to the existing municipal water main - Full cost recovery	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
Water Service Connection - Non-resident - Full cost recovery	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00
Sewer Service Connection - New connection where there was no previous tie-in to the existing municipal sewer main - Full cost recovery	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
Sewer Service Connection - Non-resident - Full cost recovery	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00
Hydrant Usage - Emergency by agreement only				
Operator check of operations	\$90.00	\$100.00	\$100.00	\$100.00
Winterization of Hydrant (Nov 1-Mar 31)	\$35.00	\$50.00	\$50.00	\$50.00
Water Usage (per cubic meter)	\$1.50	\$2.00	\$2.50	\$3.00
Hydrant water Usage - Special Events				
Water on or off Service Fee (7:00am - 4:00pm), excluding statutory holidays	\$30.00	\$40.00	\$45.00	\$50.00
Water on or Service Fee (4:00pm - 7:00am), including statutory holidays	\$90.00	\$100.00	\$100.00	\$100.00
Water Usage (per cubic meter)	\$1.50	\$2.00	\$2.50	\$3.00

FIRE DEPARTMENT SERVICES

SERVICE	2023	2024	2025	2026
Permits & Inspections Fees				
Residential & Commercial - per hour	\$105.00	\$115.00	\$120.00	\$125.00
Daycare & foster care homes	\$75.00	\$85.00	\$90.00	\$95.00
Mobile food vendors	\$75.00	\$85.00	\$90.00	\$95.00
Recreational Open Air Burning Permit – Residential	\$20.00	\$20.00	\$20.00	\$20.00
Recreation Open Air Burning Permit – Campgrounds	\$100.00	\$100.00	\$150.00	\$200.00
Recreation Open Air Burning Permit – Commercial	\$20.00	\$100.00	\$150.00	\$200.00
Emergency Response				
False Automatic Monitored Alarms				
1st	No charge	No charge	No charge	No charge
2nd	\$155.00	\$165.00	\$175.00	\$185.00
3rd	\$310.00	\$320.00	\$330.00	\$340.00
4th	\$465.00	\$475.00	\$485.00	\$495.00
Each additional unlimited	\$155.00	\$155.00	\$155.00	\$155.00
Ice water rescue				
1st hour	\$1,060.00			
Each additional 1/2 hour - Full cost recovery	\$530.00			
Fire watch				
Full cost recovery plus 25%				
Minimum 1 Captain + 1 Firefighter (per hour)		\$100.00	\$110.00	\$120.00
Fire Prevention				
Fire safety plan review/signature	\$155.00	\$165.00	\$175.00	\$185.00
Training				
Training outside agencies, public, etc.				
Per Instructor/Per hour/Plus Expenses	\$85.00	\$90.00	\$95.00	\$100.00

BY-LAW DEPARTMENT SERVICES

SERVICE	2023	2024	2025	2026
Lottery Fees				
Lottery Licence – raffle, break open tickets, bingo	3% of total prize value	3% of total prize value	3% of total prize value	3% of total prize value
AGCO Letter		\$50.00	\$50.00	\$50.00
Refreshment Vehicle Fees				
Refreshment Vehicle per year	\$500.00	\$550.00	\$600.00	\$650.00
Refreshment Vehicle not exceeding 24 hours	\$100.00	\$110.00	\$120.00	\$130.00
Refreshment Vehicle pulled or pushed by human muscular power that service hot dogs or any hot food	\$300.00	\$325.00	\$350.00	\$375.00
Taxi Fees				
Taxi Cab licence by owner/company	\$250.00	\$250.00	\$300.00	\$350.00
Taxi Cab licence by owner/company for each addition vehicle	\$1.00	\$5.00	\$5.00	\$5.00
Taxi licence by driver	\$15.00	\$15.00	\$20.00	\$25.00
Late fees for owner/company	\$50.00	\$50.00	\$50.00	\$50.00
Late fees for drivers	\$10.00	\$10.00	\$10.00	\$10.00
Hawkers & Peddlers Fees				
Hawkers & Peddlers single day of operation	\$25.00	\$30.00	\$35.00	\$40.00
Hawkers & Peddlers per week (Monday through Sunday inclusive, one week)	\$100.00	\$110.00	\$120.00	\$130.00
Hawkers & Peddlers per year	\$350.00	\$375.00	\$400.00	\$425.00
Animal Control Fees				
Dog tags (before March 31 st)	\$20.00	\$20.00	\$25.00	\$25.00
Dog tags (after March 31 st)	\$30.00	\$30.00		
Impoundment fee for first dog	\$35.00	\$50.00	\$50.00	\$50.00
Property Standards Department Fees				
Notice of Appeal (non refundable)	\$100.00	\$100.00	\$100.00	\$100.00
Administration Fee – percentage of total cost of completed work		25%	25%	25%
Clean Yards Services Fees				
1 st Compliance Date Extension Administration Fee		\$50.00	\$60.00	\$70.00
2 nd Compliance Date Extension Administration Fee		\$100.00	\$125.00	\$150.00
Remedial Action Administration fee		100% of total cost + up to 25% of total	100% of total cost + up to 25% of total	100% of total cost + up to 25% of total

BUILDING DEPARTMENT

SERVICE	2023	2024	2025	2026
Construction: New Buildings; Additions to Buildings; Alterations; Unit Finish				
Group A Assembly				
New Recreation Facilities, Schools, Libraries, Places of Worship, Restaurants, Theatres, Arenas, Swimming Pools, Gymnasium		\$5000.00 minimum fee \$20.00 per m ² of floor area	\$5000.00 minimum fee \$20.00 per m ² of floor area	\$5000.00 minimum fee \$20.00 per m ² of floor area
Additions (Area < than existing building)		\$1000.00 minimum fee \$20.00 per m ² of floor area	\$1000.00 minimum fee \$20.00 per m ² of floor area	\$1000.00 minimum fee \$20.00 per m ² of floor area
Alteration, renovation, interior finish, unit finish		\$500.00 minimum fee \$5.00 per m ² of floor area	\$500.00 minimum fee \$5.00 per m ² of floor area	\$500.00 minimum fee \$5.00 per m ² of floor area
Group B Institutional				
New hospital, institutional buildings, detention, care and treatment		\$5000.00 minimum fee \$20.00 per m ² of floor area	\$5000.00 minimum fee \$20.00 per m ² of floor area	\$5000.00 minimum fee \$20.00 per m ² of floor area
Additions (Area< than existing building)		\$1000.00 minimum fee \$20.00 per m ² of floor area	\$1000.00 minimum fee \$20.00 per m ² of floor area	\$1000.00 minimum fee \$20.00 per m ² of floor area
Alteration, renovation, interior finish, unit finish		\$500.00 minimum fee \$5.00 per m ² of floor area	\$500.00 minimum fee \$5.00 per m ² of floor area	\$500.00 minimum fee \$5.00 per m ² of floor area
Group C Residential				
New single detached dwelling, semi detached, townhouse, rowhouse, duplex, motels, hotels, multi -residential per unit		\$1200.00 minimum fee \$15.00 per m ² of floor area	\$1200.00 minimum fee \$15.00 per m ² of floor area	\$1200.00 minimum fee \$15.00 per m ² of floor area
addition, (Area < than existing building), alteration		\$15.00 per m ² of floor area	\$15.00 per m ² of floor area	\$15.00 per m ² of floor area
Renovation, minor alteration, finished basement within dwelling unit		\$100.00 minimum fee \$5.00 per m ² of floor area	\$100.00 minimum fee \$5.00 per m ² of floor area	\$100.00 minimum fee \$5.00 per m ² of floor area
New dwelling unit - within existing house or building		\$1000.00 minimum fee \$12.00 per m ² of floor area	\$1000.00 minimum fee \$12.00 per m ² of floor area	\$1000.00 minimum fee \$12.00 per m ² of floor area

Group D: Business and Personal Services (offices, beauty salons etc.)				
New building – finished		\$5000.00 minimum fee \$20.00 per m ² of floor area	\$5000.00 minimum fee \$20.00 per m ² of floor area	\$5000.00 minimum fee \$20.00 per m ² of floor area
Additions, shell only (Area < than existing building)		\$1000.00 minimum fee \$20.00 per m ² of floor area	\$1000.00 minimum fee \$20.00 per m ² of floor area	\$1000.00 minimum fee \$20.00 per m ² of floor area
Alteration, renovation, interior finish, unit finish		\$500.00 minimum fee \$5.00 per m ² of floor area	\$500.00 minimum fee \$5.00 per m ² of floor area	\$500.00 minimum fee \$5.00 per m ² of floor area
Group E Mercantile (Stores, shops etc.)				
New building – finished		\$5000.00 minimum fee \$20.00 per m ² of floor area	\$5000.00 minimum fee \$20.00 per m ² of floor area	\$5000.00 minimum fee \$20.00 per m ² of floor area
Additions, shell only (Area < than existing building)		\$1000.00 minimum fee \$20.00 per m ² of floor area	\$1000.00 minimum fee \$20.00 per m ² of floor area	\$1000.00 minimum fee \$20.00 per m ² of floor area
Alteration, renovation, interior finish, unit finish		\$500.00 minimum fee \$5.00 per m ² of floor area	\$500.00 minimum fee \$5.00 per m ² of floor area	\$500.00 minimum fee \$5.00 per m ² of floor area
Group F: Industrial (Factories, warehouses, storage garages etc.)				
New building – finished		\$5000.00 minimum fee \$20.00 per m ² of floor area	\$5000.00 minimum fee \$20.00 per m ² of floor area	\$5000.00 minimum fee \$20.00 per m ² of floor area
Additions, shell only (Area < than existing building)		\$1000.00 minimum fee \$20.00 per m ² of floor area	\$1000.00 minimum fee \$20.00 per m ² of floor area	\$1000.00 minimum fee \$20.00 per m ² of floor area
Alteration, renovation, interior finish, unit finish		\$500.00 minimum fee \$5.00 per m ² of floor area	\$500.00 minimum fee \$5.00 per m ² of floor area	\$500.00 minimum fee \$5.00 per m ² of floor area
Demolition				
Residential buildings	\$30.00	\$100.00	\$100.00	\$100.00
Non-Residential buildings		\$250.00	\$250.00	\$250.00
Designated Structures (OBC Div. A, Article 1.3.1.1.)				
Retaining walls – residential		\$200.00	\$200.00	\$200.00

Retaining walls – non-residential		\$500.00	\$500.00	\$500.00
Dish antenna greater than 5m2 (54 ft2) mounted on a building		\$500.00	\$500.00	\$500.00
Outdoor public pool or public spa		\$500.00	\$500.00	\$500.00
Signs regulated by Section 3.15 of Division B of the Building Code		\$500.00	\$500.00	\$500.00
Solar collector – Residential		\$300.00	\$300.00	\$300.00
Solar collector – Non-Residential		\$500.00	\$500.00	\$500.00
Crane runway		\$500.00	\$500.00	\$500.00
Pedestrian bridge appurtenant to a building		\$500.00	\$500.00	\$500.00
Wind turbine structure		\$500.00	\$500.00	\$500.00
Standalone and Miscellaneous Work Residential				
Accessory structure -shed, gazebo, detached garage		\$275.00 minimum fee \$7.00 per m ² of floor area	\$275.00 minimum fee \$7.00 per m ² of floor area	\$275.00 minimum fee \$7.00 per m ² of floor area
Carport, deck, porch, porch enclosure		\$150.00 minimum fee \$7.00 per m ² of floor area	\$150.00 minimum fee \$7.00 per m ² of floor area	\$150.00 minimum fee \$7.00 per m ² of floor area
Fireplace -wood burning stoves and chimneys		\$275.00	\$275.00	\$275.00
New or enlarged opening -door, window	\$25.00	\$200.00	\$200.00	\$200.00
Plumbing (alterations / installations)		\$100.00	\$100.00	\$100.00
Swimming Pool (above ground)	\$30.00	\$100.00	\$100.00	\$100.00
Swimming Pool (In ground)	\$50.00	\$200.00	\$200.00	\$200.00
Fence Permit (Residential Zone)	\$25.00	\$50.00	\$50.00	\$50.00
Fence Permit (Commercial Zone & Institutional Zone)	\$45.00	\$100.00	\$100.00	\$100.00
Standalone and Miscellaneous Work Non-Residential				
Plumbing Non-Residential (alterations & new installations)		\$500.00	\$500.00	\$500.00
Emergency lighting; exit signage; emergency power installation or replacement in an existing building		\$500.00	\$500.00	\$500.00
Fire alarm installation or replacement in an existing building		\$500.00	\$500.00	\$500.00
Sprinkler system; standpipe and/or hose system; fire suppression system installation or replacement in an existing building		\$500.00	\$500.00	\$500.00
Temporary buildings, tents (see note IV)		\$500.00	\$500.00	\$500.00
Administrative Fees				

Change of use - where no construction is required		\$300.00	\$300.00	\$300.00
Conditional building permit		50%	50%	50%
Construction, demolition or change of use without a building permit		100% + permit cost	100% + permit cost	100% + permit cost
Refunds				
Application filed and accepted, no processing or review of plans		80%	80%	80%
Application filed, plans review completed and permit issued or refused		50%	50%	50%
Refund is \$100.00 less for each inspection performed				

Notes:

- I. Fees for classes of permits not described or included in this schedule shall be determined by the Chief Building Official.
- II. The fees that may be refunded shall be a percentage of the fees payable as outlined in this schedule.
- III. Each Floor area is the sum of the areas of all floors excluding basements and crawl spaces and shall be measured to the outer face of the walls.
- IV. Temporary buildings and tents as described in the Ontario Building Code. Tents with an area greater than 225 m² in aggregate ground area.

PINEHILL UNION CEMETERY FEES

Care & Maintenance Fund

Trusting Provisions are in effect and are shown as the Care and Maintenance Fee as prescribed under Section 166 of *Ontario Regulation 30/11* made under the *Funeral, Burial and Cremation Services Act, 2002*, S.O. 2002, c.33, as amended (FBCSA), the Bereavement Authority of Ontario and such amounts shall be credited to the Care and Maintenance Fund.

Lots: 40% of the purchase price or \$250.00, whichever is greater.

Sale of Interment Rights

Description	General fund	Care & Maintenance Fund	Total
Lot	\$459.00	\$306.00	\$765.00 plus HST
Cremation Lot	\$250.00	\$175.00	\$400.00 plus HST

Interment Fees:

Description	Fee
Casket Interment- Adult	\$750.00 plus HST
Casket Interment – Adult Oversized	\$850.00 plus HST
Casket Interment-Child up to 2yrs	\$600.00 plus HST
Cremation Interment	\$350.00 plus HST
Weekend (Sat/Sun) Interment Fee	\$150.00 plus HST

NOTE: Additional fees are reflective of additional charges by Ste Anne's Cemetery for metal vault fee for casket encasement.

Additional Interment Fees:

Description	Casket- Adult	Casket-Child up to 2yrs OR Cremation
Disinterment & Re-Interment	\$1,000.00 plus HST	\$800.00 plus HST

Supplies & Services:

Description	Fee
Transfer of Interment Rights	\$40.00 plus HST
Duplicate Certificate of Interment Rights	\$40.00 plus HST
Monument or Marker Staking Order Fee	\$40.00 plus HST
Vault Fee	\$200.00 plus HST

Contributions To Care & Maintenance For Markers & Monuments:

Every person installing a marker or monument shall pay to the Town of Mattawa the amounts as prescribed under Section 166 of *Ontario Regulation 30/11* made under the *Funeral, Burial and Cremation Services Act, 2002*, S.O. 2002, c.33, as amended (FBCSA), the Bereavement Authority of Ontario and such amounts shall be credited to the Care of Maintenance Fund.

Description	Fee
1. Flat marker measuring less than 1,116.13 square centimeters (173 square inches)	\$0.00
2. Flat marker measuring at least 1,116.13 square centimetres (173 square inches)	\$50.00 plus HST
3. Upright marker measuring 1.22 metres (Four Feet) or less in height and 1.22 metres (Four feet) or less in length, including the base	\$100.00 plus HST
4. Upright marker measuring more than 1.22 metres (four feet) in either height or length, including the base	\$200.00 plus HST
5. A person on behalf of whom a marker is installed in a cemetery to replace the marker that has been damaged and cannot be repaired and the cemetery operator are exempt from subsections 53(9) and (10) of the Act. O. reg. 30/11 s. 166 (2)	\$0.00

This schedule will not come into force or take effect until it is filed with and approved by the Registrar under Section 151 of Ontario Regulation 30/11 made under the Funeral, Burial and Cremation Services Act, 2002, S.O. 2002, c.33, as amended (FBCSA) and the Bereavement Authority of Ontario.

DATE: MONDAY JUNE 24, 2024

11.5

THE CORPORATION TOWN OF MATTAWA

MOVED BY COUNCILLOR _____

SECONDED BY COUNCILLOR _____

BE IT RESOLVED THAT the Council of the Town of Mattawa adopt By-law No. 24-17 which is a by-law to authorize the signing of the Municipal Funding Agreement for the Canada Community-Building Fund with AMO.

THE CORPORATION OF THE TOWN OF MATTAWA

BY-LAW NUMBER 24-17

BEING a By-law to authorize the signing of the Municipal Funding Agreement for the Canada Community-Building Fund between the Association of Municipalities of Ontario and the Town of Mattawa.

WHEREAS the Town of Mattawa wishes to enter into an agreement in order to participate in the Canada Community-Building fund;

AND WHEREAS the Town of Mattawa acknowledges that the funds received through the agreement may be invested in an interest bearing account.

NOW THEREFORE the Council of the Town of Mattawa enacts as follows:

1. **THAT** the Mayor and Interim CAO/Treasurer are hereby authorized to execute this Municipal Funding Agreement between the Association of Municipalities of Ontario and the Town of Mattawa as in Appendix "A" and attached hereto.

READ A FIRST and SECOND TIME, this 24th day of June, 2024.

READ THIRD TIME and FINALLY PASSED, this 24th day of June, 2024.

Mayor

Clerk

**MUNICIPAL FUNDING AGREEMENT
ON THE CANADA COMMUNITY-BUILDING FUND**

BETWEEN:

THE ASSOCIATION OF MUNICIPALITIES OF ONTARIO

(referred to herein as "**AMO**")

AND:

THE TOWN OF MATTAWA

(a municipal corporation pursuant to the *Municipal Act, 2001*, referred to herein as the "**Recipient**")

WHEREAS the Government of Canada, the Government of Ontario, AMO, and the City of Toronto are signatories to the Administrative Agreement on the Canada Community-Building Fund effective April 1, 2024 (the "**Administrative Agreement**"), which governs the transfer and use of the Canada Community-Building Fund ("**CCBF**") in Ontario;

AND WHEREAS AMO is responsible for the administration of CCBF funding made available to all Municipalities in Ontario – except the City of Toronto – under the Administrative Agreement, and will therefore undertake (and require the Recipient to undertake) certain activities as set out in this Agreement;

AND WHEREAS the Recipient wishes to enter into this Agreement to access CCBF funding;

NOW THEREFORE the Parties agree as follows:

1. DEFINITIONS AND INTERPRETATIONS

1.1 **Definitions.** For the purposes of this Agreement, the following terms shall have the meanings ascribed to them below:

“Annual Report” means the duly completed report to be prepared and delivered to AMO as described in Section 6.1.

“Asset Management” is a principle/practice that includes planning processes, approaches, plans, or related documents that support an integrated lifecycle approach to the effective stewardship of infrastructure assets to maximize benefits and effectively manage risk.

“Canada” means the Government of Canada, as represented by the Minister of Housing, Infrastructure and Communities.

“Canada Community-Building Fund” or “CCBF” means the program established under section 161 of the *Keeping Canada’s Economy and Jobs Growing Act*, S.C. 2011, c. 24 as amended by section 233 of the *Economic Action Plan 2013 Act, No. 1*, S.C. 2013, c. 33, as the Gas Tax Fund and renamed the Canada Community-Building Fund in section 199 of *Budget Implementation Act, 2021, No. 1*.

“Contract” means an agreement between the Recipient and a Third Party whereby the latter agrees to supply a product or service to an Eligible Project in return for financial consideration.

“Eligible Expenditure” means an expenditure described as eligible in Schedule B or deemed eligible by Canada in accordance with Section 4.2.

“Eligible Investment Category” means an investment category listed in Schedule A or deemed eligible by Canada in accordance with Section 3.2.

“Eligible Project” means a project that fits within an Eligible Investment Category.

“Event of Default” has the meaning given to it in Section 13.1 of this Agreement.

“Funds” mean the funds made available to the Recipient through the CCBF or any other source of funding as determined by Canada. Funds are made available pursuant to this Agreement and includes any interest earned on the said Funds. Funds transferred to another Municipality in accordance with Section 5.3 of this Agreement are to be treated as Funds by the Municipality to which the Funds are transferred; and Funds transferred to a non-municipal entity in accordance with Section 5.4 of this Agreement shall remain as Funds under this Agreement for all purposes and the Recipient shall continue to be bound by all provisions of this Agreement with respect to such transferred Funds.

“Housing Needs Assessment” or **“HNA”** means a report informed by data and research describing the current and future housing needs of a Municipality or community according to guidance provided by Canada.

“Ineligible Expenditures” means those expenditures described as ineligible in Schedule C or deemed ineligible by Canada in accordance with Section 4.2.

“Infrastructure” means tangible capital assets that are primarily for public use or benefit in Ontario – whether municipal or regional, and whether publicly or privately owned.

“Lower-Tier Municipality” means a Municipality that forms part of an Upper-Tier Municipality for municipal purposes, as defined under the *Municipal Act, 2001*, S.O. 2001, c. 25.

“Municipal Fiscal Year” means the period beginning January 1st of a year and ending December 31st of the same year.

“Municipality” and **“Municipalities”** means every municipality as defined under the *Municipal Act, 2001*, S.O. 2001, c. 25.

“Non-Municipal Transfer By-law” means a by-law passed by Council of the Recipient pursuant to Section 5.4 of this Agreement.

“Parties” means AMO and the Recipient.

“Prior Agreement” means the municipal funding agreement for the transfer of federal gas tax funds entered into by AMO and the Recipient, effective April 2014 and with an expiry date of March 31, 2024.

“Single-Tier Municipality” means a Municipality, other than an Upper-Tier Municipality, that does not form part of an Upper-Tier Municipality for municipal purposes, as defined under the *Municipal Act, 2001*, S.O. 2001 c. 25.

“Third Party” means any person or legal entity, other than the Parties to this Agreement, who participates in the implementation of an Eligible Project by means of a Contract.

“Transfer By-law” means a by-law passed by Council of the Recipient pursuant to Section 5.3 of this Agreement.

“Unspent Funds” means the amount reported as unspent by the Recipient as of December 31, 2023 in the Recipient’s 2023 Annual Report (as defined under the Prior Agreement).

“Upper-Tier Municipality” means a Municipality of which two or more Lower-Tier Municipalities form part for municipal purposes, as defined under the *Municipal Act, 2001*, S.O. 2001 c. 25.

1.2 Interpretations

- a) **“Agreement”** refers to this agreement as a whole, including the cover and execution pages and all of the schedules hereto, and all amendments made hereto in accordance with the provisions hereof.
- b) The words **“herein”**, **“hereof”** and **“hereunder”** and other words of similar import refer to this Agreement as a whole and not any particular schedule, article, section, paragraph or other subdivision of this Agreement.
- c) The term **“including”** or **“includes”** means including or includes (as applicable) without limitation or restriction.
- d) Any reference to a federal or provincial statute is to such statute and to the regulations made pursuant to such statute as such statute and regulations may at any time be amended or modified and in effect and to any statute or regulations that may be passed that have the effect of supplementing or superseding such statute or regulations.

2. TERM OF THE AGREEMENT

- 2.1 **Term.** Subject to any extension or termination of this Agreement or the survival of any of the provisions of this Agreement pursuant to the provisions contained herein, this Agreement shall come into effect as of April 1, 2024 up to and including March 31, 2034.
- 2.2 **Review.** This Agreement will be reviewed by AMO by June 30, 2027.
- 2.3 **Amendment.** This Agreement may be amended at any time in writing as agreed to by AMO and the Recipient.
- 2.4 **Notice.** Any of the Parties may terminate this Agreement on two (2) years written notice.
- 2.5 **Prior Agreement.** The Parties agree that the Prior Agreement, including Section 15.5 thereof, is hereby terminated. Notwithstanding the termination of the Prior Agreement, including Section 15.5, the reporting and indemnity obligations of the Recipient thereunder with respect to expended Funds governed by the Prior Agreement as set forth in Sections 5, 7, 10.3, 10.4 and 10.5 of the Prior Agreement shall survive the said termination.

3. ELIGIBLE PROJECTS

- 3.1 **Eligible Projects.** Eligible Projects are those that fit within an Eligible Investment Category. Eligible Investment Categories are listed in Schedule A.
- 3.2 **Discretion of Canada.** The eligibility of any investment category not listed in Schedule A is solely at the discretion of Canada.
- 3.3 **Recipient Fully Responsible.** The Recipient is fully responsible for the completion of each Eligible Project in accordance with Schedule A and Schedule B.

4. ELIGIBLE EXPENDITURES

- 4.1 **Eligible Expenditures and Ineligible Expenditures.** Eligible Expenditures are described in Schedule B. Ineligible Expenditures are described in Schedule C.
- 4.2 **Discretion of Canada.** The eligibility of any item not listed in Schedule B or Schedule C to this Agreement is solely at the discretion of Canada.
- 4.3 **Reasonable Access.** The Recipient shall allow AMO and Canada reasonable and timely access to all documentation, records and accounts and those of their respective agents or Third Parties related to the receipt, deposit and use of Funds and Unspent Funds, and any interest earned thereon, and all other relevant information and documentation requested by AMO or Canada or their respective designated representatives for the purposes of audit, evaluation, and ensuring compliance with this Agreement.
- 4.4 **Retention of Receipts.** The Recipient will keep proper and accurate accounts and records of all Eligible Projects including invoices and receipts for Eligible Expenditures for at least six (6) years after the completion of the project.
- 4.5 **Contracts.** The Recipient will award and manage all Contracts in accordance with its relevant policies and procedures and, if applicable, in accordance with any domestic or international trade agreements, and all other applicable laws. The Recipient will ensure any of its Contracts for the supply of services or materials to implement its responsibilities under this Agreement will be awarded in a way that is transparent, competitive, consistent with value for money principles and pursuant to its adopted procurement policy.

5. FUNDS

- 5.1 **Use of Funds.** The Recipient acknowledges and agrees the Funds are intended for and shall be used only for Eligible Expenditures in respect of Eligible Projects.

- 5.2 **Unspent Funds.** Any Unspent Funds, and any interest earned thereon, will be subject to the terms and conditions of this Agreement, and will no longer be governed by the terms and conditions of the Prior Agreement.
- 5.3 **Transfer of Funds to a Municipality.** Where a Recipient decides to allocate and transfer Funds to another Municipality (the “Transferee Municipality”):
- a) The allocation and transfer shall be authorized by a Transfer By-law. The Transfer By-law shall be passed by the Recipient’s council and submitted to AMO as soon thereafter as practicable. The Transfer By-law shall identify the Transferee Municipality and the amount of Funds the Transferee Municipality is to receive for the Municipal Fiscal Year(s) specified in the Transfer By-law.
 - b) The Recipient is still required to submit an Annual Report in accordance with Section 6.1 hereof with respect to the Funds transferred.
 - c) No transfer of Funds pursuant to this Section 5.3 shall be effected unless and until the Transferee Municipality has either (i) entered into an agreement with AMO on substantially the same terms as this Agreement, or (ii) has executed and delivered to AMO a written undertaking to assume all of the Recipient’s obligations under this Agreement with respect to the Funds transferred, such as undertaking in a form satisfactory to AMO.
- 5.4 **Transfer of Funds to a Non-Municipal Entity.** Where a Recipient decides to support an Eligible Project undertaken by a non-municipal entity (whether a for profit, non-governmental, or not-for profit organization):
- a) The provision of such support shall be authorized by a Transfer By-law (a “Non-Municipal Transfer By-law”). The Non-Municipal Transfer By-law shall be passed by the Recipient’s council and submitted to AMO as soon as practicable thereafter. The Non-Municipal Transfer By-law shall identify the non-municipal entity, and the amount of Funds the non-municipal entity is to receive for that Eligible Project.
 - b) The Recipient shall continue to be bound by all the provisions of this Agreement notwithstanding any such transfer.
 - c) No transfer of Funds pursuant to this Section 5.4 shall be effected unless and until the non-municipal entity receiving the Funds has executed and delivered to AMO a written undertaking to assume all of the Recipient’s obligations under this Agreement with respect to the Funds transferred, in a form exclusively satisfactory to AMO.
- 5.5 **Payout of Funds.** Subject to Sections 5.14 and 5.15, AMO will transfer Funds twice yearly, on or before the dates agreed upon by Canada and AMO.

- 5.6 **Deposit of Funds.** The Recipient will deposit the Funds in:
- a) An interest-bearing bank account; or
 - b) An investment permitted under:
 - i. The Recipient's investment policy; and
 - ii. Provincial legislation and regulation.
- 5.7 **Interest Earnings and Investment Gains.** Interest earnings and investment gains will be:
- Proportionately allocated to the CCBF when applicable; and
 - Applied to Eligible Expenditures for Eligible Projects.
- 5.8 **Funds Advanced.** Funds shall be spent (in accordance with Sections 3 and 4) or transferred (in accordance with Sections 5.3 or 5.4) within five (5) years after the end of the year in which Funds were received. Unexpended Funds shall not be retained beyond such five (5) year period without the documented consent of AMO. AMO reserves the right to declare that unexpended Funds after five (5) years become a debt to Canada which the Recipient will reimburse forthwith on demand to AMO for transmission to Canada.
- 5.9 **Expenditure of Funds.** The Recipient shall expend all Funds by December 31, 2038.
- 5.10 **HST.** The use of Funds is based on the net amount of harmonized sales tax to be paid by the Recipient net of any applicable tax rebates.
- 5.11 **Limit on Canada's Financial Commitments.** The Recipient may use Funds to pay up to one hundred percent (100%) of Eligible Expenditures of an Eligible Project.
- 5.12 **Federal Funds.** The Recipient agrees that any Funds received will be treated as "federal funds" for the purpose of other federal infrastructure programs.
- 5.13 **Stacking.** If the Recipient is receiving federal funds under other federal infrastructure programs in respect of an Eligible Project to which the Recipient wishes to apply Funds, the maximum federal contribution limitation set out in any other federal infrastructure program agreement made in respect of that Eligible Project shall continue to apply.
- 5.14 **Withholding Payment.** AMO may, in its exclusive discretion, withhold Funds where the Recipient is in default of compliance with any provisions of this Agreement.
- 5.15 **Insufficient Funds Provided by Canada.** Notwithstanding the provisions of Section 2, if Canada does not provide sufficient funds to continue the Funds for any Municipal

Fiscal Year during which this Agreement is in effect, AMO may immediately terminate this Agreement on written notice to the Recipient.

6. REPORTING REQUIREMENTS

- 6.1 **Annual Report.** The Recipient shall submit a report to AMO by April 30th each year, or as otherwise notified by AMO. The report shall be submitted in an electronic format deemed acceptable by AMO and shall contain the information described in Schedule D.
- 6.2 **Project List.** The Recipient shall ensure that projects are reported in advance of construction. Information required is as noted in Section 2.3 of Schedule E.

7. ASSET MANAGEMENT

- 7.1 **Implementation of Asset Management.** The Recipient will develop and implement an Asset Management plan, culture, and methodology in accordance with legislation and regulation established by the Government of Ontario (e.g., O. Reg. 588/17).
- 7.2 **Asset Data.** The Recipient will continue to improve data describing the condition of, long-term cost of, levels of service provided by, and risks associated with infrastructure assets.

8. HOUSING NEEDS ASSESSMENT

- 8.1 **Requirement.** While an HNA is encouraged for all Municipalities, the Recipient must complete a HNA if it had a population of 30,000 or more on the 2021 Census of Canada and is a Single-Tier Municipality or a Lower-Tier Municipality.
- 8.2 **Content of the HNA.** The Recipient will prepare the HNA in accordance with the guidance provided from time to time by Canada.
- 8.3 **Use of HNA.** The Recipient is expected to prioritize projects that support the growth of the housing supply. The HNA is to be used by Municipalities to prioritize, where possible, Infrastructure or capacity building projects that support increased housing supply where it makes sense to do so.
- 8.4 **Publication of the HNA.** The Recipient will publish the HNA on its website.
- 8.5 **HNA reporting requirements.** The Recipient will send to AMO by March 31, 2025, unless otherwise agreed upon:
 - a) A copy of any HNA it is required to complete in accordance with Section 8.1; and

- b) The URL to the published HNA on the Recipient's website.

9. COMMUNICATIONS REQUIREMENTS

- 9.1 The Recipient will comply with all communication requirements outlined in Schedule E.

10. RECORDS AND AUDIT

- 10.1 **Accounting Principles.** All accounting terms not otherwise defined herein have the meanings assigned to them; all calculations will be made and all financial data to be submitted will be prepared in accordance with generally accepted accounting principles ("GAAP") in effect in Ontario. GAAP will include, without limitation, those principles approved or recommended for local governments from time to time by the Public Sector Accounting Board or the Chartered Professional Accountants of Canada or any successor institute, applied on a consistent basis.
- 10.2 **Separate Records.** The Recipient shall maintain separate records and documentation for the Funds and keep all records including invoices, statements, receipts, and vouchers in respect of Funds expended on Eligible Projects in accordance with the Recipient's municipal records retention by-law. Upon reasonable notice by AMO or Canada, the Recipient shall submit all records and documentation relating to the Funds for inspection or audit.
- 10.3 **External Auditor.** AMO or Canada may request, upon written notice to Recipient, an audit of Eligible Project(s) or Annual Report(s). AMO shall retain an external auditor to carry out an audit and ensure that any auditor who conducts an audit pursuant to this Agreement or otherwise, provides a copy of the audit report to the Recipient.

11. INSURANCE AND INDEMNITY

- 11.1 **Insurance.** The Recipient shall put in effect and maintain in full force and effect or cause to be put into effect and maintained for the term of this Agreement all the necessary insurance with respect to each Eligible Project, including any Eligible Projects with respect to which the Recipient has transferred Funds pursuant to Section 5 of this Agreement, that would be considered appropriate for a prudent Municipality undertaking similar Eligible Projects, including, where appropriate and without limitation, property, construction, and liability insurance, which insurance coverage shall identify Canada and AMO as additional insureds for the purposes of the Eligible Projects.
- 11.2 **Certificates of Insurance.** Throughout the term of this Agreement, the Recipient shall have a valid certificate of insurance that confirms compliance with the requirements

of Section 11.1. The Recipient shall produce such certificate of insurance on request, including as part of any AMO or Canada audit.

11.3 **AMO Not Liable.** In no event shall Canada or AMO be liable for:

- Any bodily injury, death or property damages to the Recipient, its employees, agents, or consultants or for any claim, demand or action by any Third Party against the Recipient, its employees, agents, or consultants, arising out of or in any way related to this Agreement; or
- Any incidental, indirect, special, or consequential damages, or any loss of use, revenue or profit to the Recipient, its employees, agents, or consultants arising out of any or in any way related to this Agreement.

11.4 **Recipient to Compensate Canada.** The Recipient will ensure that it will not, at any time, hold the Government of Canada, its officers, servants, employees or agents responsible for any claims or losses of any kind that the Recipient, Third Parties or any other person or entity may suffer in relation to any matter related to the Funds or an Eligible Project and that the Recipient will, at all times, compensate Canada, its officers, servants, employees and agents for any claims or losses of any kind that any of them may suffer in relation to any matter related to CCBF funding or an Eligible Project.

11.5 **Recipient to Indemnify AMO.** The Recipient hereby agrees to indemnify and hold harmless AMO, its officers, servants, employees or agents (each of which is called an “**Indemnitee**”), from and against all claims, losses, damages, liabilities and related expenses including the fees, charges and disbursements of any counsel for any Indemnitee incurred by any Indemnitee or asserted against any Indemnitee by whomsoever brought or prosecuted in any manner based upon, or occasioned by, any injury to persons, damage to or loss or destruction of property, economic loss or infringement of rights caused by or arising directly or indirectly from:

- The Funds;
- The Recipient’s Eligible Projects, including the design, construction, operation, maintenance, and repair of any part or all of the Eligible Projects;
- The performance of this Agreement or the breach of any term or condition of this Agreement by the Recipient, its officers, servants, employees, and agents, or by a Third Party, its officers, servants, employees, or agents; and
- Any omission or other wilful or negligent act of the Recipient or Third Party and their respective officers, servants, employees, or agents.

12. TRANSFER AND OPERATION OF MUNICIPAL INFRASTRUCTURE

- 12.1 **Reinvestment.** The Recipient will invest into Eligible Projects, any revenue that is generated from the sale, lease, encumbrance, or other disposal of an asset resulting from an Eligible Project where such disposal takes place within five (5) years of the date of completion of the Eligible Project.
- 12.2 **Notice.** The Recipient shall notify AMO in writing 120 days in advance and at any time during the five (5) years following the date of completion of an Eligible Project if it is sold, leased, encumbered, or otherwise disposed of.
- 12.3 **Public Use.** The Recipient will ensure that Infrastructure resulting from any Eligible Project that is not sold, leased, encumbered, or otherwise disposed of, remains primarily for public use or benefit.

13. DEFAULT AND TERMINATION

- 13.1 **Event of Default.** AMO may declare in writing that an Event of Default has occurred when the Recipient has not complied with any condition, undertaking or term in this Agreement. AMO will not declare in writing that an Event of Default has occurred unless it has first consulted with the Recipient. For the purposes of this Agreement, each of the following events shall constitute an “Event of Default”:
- Failure by the Recipient to deliver in a timely manner an Annual Report or respond to questionnaires or reports as required;
 - Delivery of an Annual Report that discloses non-compliance with any condition, undertaking or material term in this Agreement;
 - Failure by the Recipient to co-operate in an external audit undertaken by Canada, AMO or their agents;
 - Delivery of an external audit report that discloses non-compliance with any condition, undertaking or term in this Agreement; and
 - Failure by the Recipient to expend Funds in accordance with the terms of this Agreement, including Section 5.8.
- 13.2 **Waiver.** AMO may withdraw its notice of an Event of Default if the Recipient, within thirty (30) calendar days of receipt of the notice, either corrects the default or demonstrates, to the satisfaction of AMO in its sole discretion that it has taken such steps as are necessary to correct the default.
- 13.3 **Remedies on Default.** If AMO declares that an Event of Default has occurred under Section 13.1, after thirty (30) calendar days from the Recipient’s receipt of the notice

of an Event of Default, it may immediately terminate this Agreement or suspend its obligation to pay the Funds. If AMO suspends payment, it may pay suspended Funds if AMO is satisfied that the default has been cured.

- 13.4 **Repayment of Funds.** If AMO declares that an Event of Default has not been cured to its exclusive satisfaction, AMO reserves the right to declare that prior payments of Funds become a debt to Canada which the Recipient will reimburse forthwith on demand to AMO for transmission to Canada.

14. CONFLICT OF INTEREST

- 14.1 **No Conflict of Interest.** The Recipient will ensure that no current member of the AMO Board of Directors and no current or former public servant or office holder to whom any post-employment, ethics and conflict of interest legislation, guidelines, codes or policies of Canada applies will derive direct benefit from the Funds, the Unspent Funds, and any interest earned thereon, unless the provision of receipt of such benefits is in compliance with such legislation, guidelines, policies or codes.

15. NOTICE

- 15.1 **Notice.** Any notice, information or document provided for under this Agreement will be effectively given if in writing and if delivered by hand, or overnight courier, mailed, postage or other charges prepaid, or sent by email to the addresses in Section 15.3. Any notice that is sent by hand or overnight courier service shall be deemed to have been given when received; any notice mailed shall be deemed to have been received on the eighth (8) calendar day following the day on which it was mailed; any notice sent by email shall be deemed to have been received on the sender's receipt of an acknowledgment from the intended recipient (such as by the "return receipt requested" function, as available, return email or other written acknowledgment), provided that in the case of a notice sent by email, if it is not given on a business day before 4:30 p.m. Eastern Standard Time, it shall be deemed to have been given at 8:30 a.m. on the next business day for the recipient.
- 15.2 **Representatives.** The individuals identified in Section 15.3 of this Agreement, in the first instance, act as AMO's or the Recipient's, as the case may be, representative for the purpose of implementing this Agreement.
- 15.3 **Addresses for Notice.** Further to Section 15.1 of this Agreement, notice can be given at the following addresses:

- If to AMO:

Executive Director
Canada Community-Building Fund Agreement
Association of Municipalities of Ontario
155 University Avenue, Suite 800
Toronto, ON M5H 3B7

Telephone: 416-971-9856
Email: ccbf@amo.on.ca

- If to the Recipient:

Treasurer
The Town of Mattawa
160 Water St., Box 390
Mattawa, ON P0H 1V0

16. MISCELLANEOUS

- 16.1 **Counterpart Signature.** This Agreement may be signed (including by electronic signature) and delivered (including by facsimile transmission, by email in PDF or similar format or using an online contracting service designated by AMO) in counterparts, and each signed and delivered counterpart will be deemed an original and both counterparts will together constitute one and the same document.
- 16.2 **Severability.** If for any reason a provision of this Agreement that is not a fundamental term is found to be or becomes invalid or unenforceable, in whole or in part, it will be deemed to be severable and will be deleted from this Agreement, but all the other terms and conditions of this Agreement will continue to be valid and enforceable.
- 16.3 **Waiver.** AMO may waive any right in this Agreement only in writing, and any tolerance or indulgence demonstrated by AMO will not constitute waiver of rights in this Agreement. Unless a waiver is executed in writing, AMO will be entitled to seek any remedy that it may have under this Agreement or under the law.
- 16.4 **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario and the laws of Canada applicable in Ontario.
- 16.5 **Survival.** The Recipient agrees that the following sections and provisions of this Agreement shall extend for seven (7) years beyond the expiration or termination of this Agreement: Sections 4, 5.8, 5.9, 6.1, 11.4, 11.5, 12, 13.4 and 16.8.
- 16.6 **AMO, Canada and Recipient Independent.** The Recipient will ensure its actions do not establish or will not be deemed to establish a partnership, joint venture, principal-

agent relationship, or employer-employee relationship in any way or for any purpose whatsoever between Canada and the Recipient, between AMO and the Recipient, between Canada and a Third Party or between AMO and a Third Party.

- 16.7 **No Authority to Represent.** The Recipient will ensure that it does not represent itself, including in any agreement with a Third Party, as a partner, employee, or agent of Canada or AMO.
- 16.8 **Debts Due to AMO.** Any amount owed under this Agreement will constitute a debt due to AMO, which the Recipient will reimburse forthwith, on demand, to AMO.
- 16.9 **Priority.** In the event of a conflict, the part of this Agreement that precedes the signature of the Parties will take precedence over the Schedules.
- 16.10 **Complementarity.** The Recipient is to use the CCBF to complement, without replacing or displacing, other sources of funding for municipal infrastructure.
- 16.11 **Equity.** The Recipient is to consider Gender Based Analysis Plus (“**GBA+**”) lenses when undertaking a project.

17. SCHEDULES

- 17.1 This Agreement, including:

Schedule A	Eligible Investment Categories
Schedule B	Eligible Expenditures
Schedule C	Ineligible Expenditures
Schedule D	The Annual Report
Schedule E	Communications Requirements

constitute the entire agreement between the Parties with respect to the subject matter contained in this Agreement and supersedes all prior oral or written representations and agreements.

18. SIGNATURES

IN WITNESS WHEREOF, AMO and the Recipient have respectively executed, and delivered this Agreement, effective April 1, 2024.

THE TOWN OF MATTAWA

By:

Name: Raymond A. Bélanger
Title: Mayor

Date

Name: Paul Laperriere
Title: Interim CAO/Treasurer

Date

THE ASSOCIATION OF MUNICIPALITIES OF ONTARIO

By:

Name:
Title: Executive Director

Date

Witness:
Title:

Date

SCHEDULE A: ELIGIBLE INVESTMENT CATEGORIES

1. **Broadband connectivity** – investments in the construction, material enhancement, or renewal of infrastructure that provides internet access to residents, businesses, and/or institutions in Canadian communities.
2. **Brownfield redevelopment** – investments in the remediation or decontamination of a brownfield site within municipal boundaries – provided that the site is being redeveloped to construct a public park for municipal use, publicly owned social housing, or Infrastructure eligible under another investment category listed in this schedule.
3. **Capacity-building** – investments that strengthen the Recipient’s ability to develop long-term planning practices as described in Schedule B, item 2.
4. **Community energy systems** – investments in the construction, material enhancement, or renewal of infrastructure that generates energy or increases energy efficiency.
5. **Cultural infrastructure** – investments in the construction, material enhancement, or renewal of infrastructure that supports the arts, humanities, or heritage.
6. **Drinking water** – investments in the construction, material enhancement, or renewal of infrastructure that supports drinking water conservation, collection, treatment, and distribution systems.
7. **Fire halls** – investments in the construction, material enhancement, or renewal of fire halls and fire station infrastructure.
8. **Local roads and bridges** – investments in the construction, material enhancement, or renewal of roads, bridges, tunnels, highways, and active transportation infrastructure.
9. **Public transit** – investments in the construction, material enhancement, or renewal of infrastructure that supports a shared passenger transport system that is available for public use.
10. **Recreational infrastructure** – investments in the construction, material enhancement, or renewal of recreational facilities or networks.
11. **Regional and local airports** – investments in the construction, material enhancement, or renewal of airport-related infrastructure (excluding infrastructure in the National Airports System).
12. **Resilience** – investments in the construction, material enhancement, or renewal of built and natural infrastructure assets and systems that protect and strengthen the resilience

of communities and withstand and sustain service in the face of climate change, natural disasters, and extreme weather events.

13. **Short-line rail** – investments in the construction, material enhancement, or renewal of railway-related infrastructure for carriage of passengers or freight.
14. **Short-sea shipping** – investments in the construction, material enhancement, or renewal of infrastructure related to the movement of cargo and passengers around the coast and on inland waterways, without directly crossing an ocean.
15. **Solid waste** – investments in the construction, material enhancement, or renewal of infrastructure that supports solid waste management systems (including the collection, diversion, and disposal of recyclables, compostable materials, and garbage).
16. **Sport infrastructure** – investments in the construction, material enhancement, or renewal of amateur sport infrastructure (facilities housing professional or semi-professional sports teams are ineligible).
17. **Tourism infrastructure** – investments in the construction, material enhancement, or renewal of infrastructure that attracts travelers for recreation, leisure, business, or other purposes.
18. **Wastewater** – investments in the construction, material enhancement, or renewal of infrastructure that supports wastewater and storm water collection, treatment, and management systems.

Note: Investments in health infrastructure (e.g., hospitals, long-term care facilities, convalescent centres, and senior centres) are not eligible.

SCHEDULE B: ELIGIBLE EXPENDITURES

Eligible Expenditures will be limited to the following:

1. **Infrastructure investments** – expenditures associated with acquiring, planning, designing, constructing, or renovating a tangible capital asset and any related debt financing charges specifically identified with that asset.
2. **Capacity-building costs** – for projects eligible under the capacity-building category only, expenditures associated with the development and implementation of:
 - Capital investment plans, integrated community sustainability plans, integrated regional plans, housing needs assessments, or asset management plans;
 - Studies, strategies, systems, software, third-party assessments, plans, or training related to asset management;
 - Studies, strategies, systems, or plans related to housing or land use;
 - Studies, strategies, or plans related to the long-term management of infrastructure; and
 - Other initiatives that strengthen the Recipient's ability to improve local and regional planning.
3. **Joint communications and signage costs** – expenditures directly associated with joint federal communication activities and with federal project signage.
4. **Employee costs** – the costs of the Recipient's employees for projects eligible under the capacity-building category only – provided that the costs, on an annual basis, do not exceed the lesser of:
 - 40% of the Recipient's annual allocation (i.e., the amount of CCBF funding made available to the Recipient by AMO under Section 5.5 of this Agreement); or
 - \$80,000.

SCHEDULE C: INELIGIBLE EXPENDITURES

The following are deemed Ineligible Expenditures:

1. **Costs incurred before the Fund was established** – project expenditures incurred before April 1, 2005.
2. **Costs incurred before categories were eligible** – project expenditures incurred:
 - Before April 1, 2014 – under the broadband connectivity, brownfield redevelopment, cultural infrastructure, disaster mitigation (now resilience), recreational infrastructure, regional and local airports, short-line rail, short-sea shipping, sport infrastructure, and tourism infrastructure categories; and.
 - Before April 1, 2021 – under the fire halls category.
3. **Internal costs** – the Recipient's overhead costs (including salaries and other employment benefits), operating or administrative costs (related to planning, engineering, architecture, supervision, management, and other activities normally carried out by the Recipient's staff), and equipment leasing costs – except in accordance with Eligible Expenditures described in Schedule B.
4. **Rebated costs** – taxes for which the Recipient is eligible for a tax rebate and all other costs eligible for rebates.
5. **Land costs** – the purchase of land or any interest therein and related costs.
6. **Legal fees.**
7. **Routine repair or maintenance costs** – costs that do not result in the construction, material enhancement, or renewal of a tangible capital asset.
8. **Investments in health infrastructure** – costs associated with health infrastructure or assets (e.g., hospitals, long-term care facilities, convalescent centres, and senior centres).
9. **Investments in professional or semi-professional sports facilities** – costs associated with facilities used by professional or semi-professional sports teams.

SCHEDULE D: ANNUAL REPORT

The Annual Report may include – but is not necessarily limited to – the following information pertaining to the previous fiscal year:

1. **Financial information** – and particularly:
 - Interest earnings and investment gains – in accordance with Section 5.7;
 - Proceeds from the disposal of assets – in accordance with Section 12.1;
 - Outgoing transfers – in accordance with Sections 5.3 and 5.4;
 - Incoming transfers – in accordance with Section 5.3; and
 - Amounts paid – in aggregate for Eligible Expenditures on each Eligible Project.
2. **Project information** – describing each Eligible Project that started, ended, or was ongoing in the reporting year.
3. **Results** – and particularly:
 - Expected outputs and outcomes for each ongoing Eligible Project;
 - Outputs generated and outcomes achieved for each Eligible Project that ended construction in the reporting year; and
 - Housing outcomes resulting from each Eligible Project that ended construction in the reporting year, and specifically:
 - i. The number of housing units enabled, supported, or preserved; and
 - ii. The number of affordable housing units enabled, supported, or preserved.
4. **Other information** – such as:
 - Progress made in the development and implementation of asset management plans and systems; and
 - The impact of the CCBF on housing pressures tied to infrastructure gaps, the housing supply, and housing affordability.

SCHEDULE E: COMMUNICATIONS REQUIREMENTS

1. COMMUNICATIONS ACTIVITIES

- 1.1 **Scope.** The provisions of this Schedule apply to all communications activities related to any Funds and Eligible Projects.
- 1.2 **Definition.** Communications activities may include (but are not limited to) public or media events, news releases, reports, web articles, blogs, project signs, digital signs, publications, success stories and vignettes, photo compilations, videos, advertising campaigns, awareness campaigns, editorials, award programs, and multi-media products.

2. INFORMATION SHARING REQUIREMENTS

- 2.1 **Notification requirements.** The Recipient must report all active Eligible Projects to AMO in advance of construction each year. Reports must be submitted in an electronic format deemed acceptable by AMO.
- 2.2 **Active Eligible Projects.** Active Eligible Projects are those Eligible Projects that either begin in the current calendar year or are ongoing in the current calendar year.
- 2.3 **Information required.** The report must include, at a minimum, the name, category, description, expected outcomes, anticipated CCBF contribution, anticipated start date, and anticipated end date of each active Eligible Project.

3. PROJECT SIGNAGE REQUIREMENTS

- 3.1 **Installation requirements.** Unless otherwise approved by Canada, the Recipient must install a federal sign to recognize federal funding for each Eligible Project in accordance with design, content, and installation guidelines provided by Canada.
- 3.2 **Permanent signs, plaques, and markers.** Permanent signage, plaques, and markers recognizing municipal or provincial contributions to an Eligible Project must also recognize the federal contribution and must be approved by Canada.
- 3.3 **Responsibilities.** The Recipient is responsible for the production and installation of Eligible Project signage in accordance with Section 3 of this Schedule E, except as otherwise agreed upon.
- 3.4 **Reporting requirements.** The Recipient must inform AMO of signage installations in a manner determined by AMO.

4. DIGITAL COMMUNICATIONS REQUIREMENTS

- 4.1 **Social media.** AMO maintains accounts dedicated to the CCBF on several social media networks. The Recipient must @mention the relevant account when producing content that promotes or communicates progress on one or more Eligible Projects. AMO's CCBF-dedicated social media accounts are identified on www.buildingcommunities.ca.
- 4.2 **Websites and webpages.** Websites and webpages created to promote or communicate progress on one or more Eligible Projects must recognize federal funding using either:
- a) A digital sign; or
 - b) The Canada wordmark and the following wording (as applicable):
 - i. "This project is funded in part by the Government of Canada"; or
 - ii. "This project is funded by the Government of Canada".

The Canada wordmark or digital sign must link to www.infrastructure.gc.ca. Guidelines describing how this recognition is to appear and language requirements are posted at <http://www.infrastructure.gc.ca/pub/signage-panneaux/intro-eng.html>.

5. REQUIREMENTS FOR MEDIA EVENTS AND ANNOUNCEMENTS

- 5.1 **Definitions.** Media events and announcements include, but are not limited to, news conferences, public announcements, and the issuing of news releases to communicate the funding of Eligible Projects or achievement of key milestones (such as groundbreaking ceremonies, grand openings, and completions).
- 5.2 **Authority.** Canada, AMO, or the Recipient may request a media event or announcement.
- 5.3 **Notification requirements.** Media events and announcements must not proceed without the prior knowledge and agreement of AMO, Canada, and the Recipient.
- 5.4 **Notice.** The requester of a media event or announcement must provide at least fifteen (15) business days' notice to other parties of their intention to undertake such an event or announcement. If communications are proposed through a news release with no supporting event, Canada additionally requires five (5) business days with the draft news release to secure approvals and confirm the federal representative's quote.
- 5.5 **Date and location.** Media events and announcements must take place at a date and location that is mutually agreed to by the Recipient, AMO and Canada.

- 5.6 **Representatives.** The Recipient, AMO, and Canada will have the opportunity to participate in media events and announcements through a designated representative. Each Party will choose its own designated representative.
- 5.7 **Responsibilities.** AMO and the Recipient are responsible for coordinating all onsite logistics for media events and announcements unless otherwise agreed on.
- 5.8 **No unreasonable delay.** The Recipient must not unreasonably delay media events and announcements.
- 5.9 **Precedence.** The conduct of all joint media events, announcements, and supporting communications materials (e.g., news releases, media advisories) will follow the [Table of Precedence for Canada](#).
- 5.10 **Federal approval.** All joint communications material related to media events and announcements must be approved by Canada and recognize the funding of all contributors.
- 5.11 **Federal policies.** All joint communications material must reflect Canada's Policy on Official Languages and the Policy on Communications and Federal Identity.
- 5.12 **Equal visibility.** The Recipient, Canada, and AMO will have equal visibility in all communications activities.

6. PROGRAM COMMUNICATIONS

- 6.1 **Own communications activities.** The Recipient may include messaging in its own communications products and activities with regards to the use of Funds.
- 6.2 **Funding acknowledgements.** The Recipient must recognize the funding of all contributors when undertaking such activities.

7. OPERATIONAL COMMUNICATIONS

- 7.1 **Responsibilities.** The Recipient is solely responsible for operational communications with respect to the Eligible Projects, including but not limited to, calls for tender, construction, and public safety notices. Operational communications as described above are not subject to the federal official languages policy.
- 7.2 **Federal funding acknowledgement.** Operational communications should include, where appropriate, the following statement (as appropriate):
- a) "This project is funded in part by the Government of Canada"; or
 - b) "This project is funded by the Government of Canada".

- 7.3 **Notification requirements.** The Recipient must share information promptly with AMO should significant emerging media or stakeholder issues relating to an Eligible Project arise. AMO will advise the Recipient, when appropriate, about media inquiries received concerning an Eligible Project.

8. COMMUNICATING SUCCESS STORIES

- 8.1 **Participation requirements.** The Recipient must work with Canada and AMO when asked to collaborate on communications activities – including, but not limited to, Eligible Project success stories (including positive impacts on housing), Eligible Project vignettes, and Eligible Project start-to-finish features.

9. ADVERTISING CAMPAIGNS

- 9.1 **Responsibilities.** The Recipient may, at its own cost, organize an advertising or public information campaign related to the use of the Funds or Eligible Projects, provided that the campaign respects the provisions of this Agreement.
- 9.2 **Notice.** The Recipient must inform Canada and AMO of its intention to organize a campaign no less than twenty-one (21) working days prior to the launch of the campaign.

DATE: MONDAY JUNE 24, 2024

18.1

THE CORPORATION TOWN OF MATTAWA

MOVED BY COUNCILLOR _____

SECONDED BY COUNCILLOR _____

BE IT RESOLVED THAT the June 24, 2024 meeting adjourn at _____ p.m.