



**CORPORATE SERVICES COMMITTEE MEETING  
AGENDA**

**MONDAY, JANUARY 29, 2024 AT 6:00 P.M.  
DR. S. F. MONESTIME MUNICIPAL COUNCIL CHAMBERS  
160 WATER STREET, MATTAWA ON**

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

- 1. Meeting Called to Order**
- 2. Announce Electronic Participants**
- 3. Adoption of Agenda**
  - 3.1 To Adopt the agenda as presented or amended
    - That the agenda dated January 29, 2024 be adopted
- 4. Disclosures of a Conflict of Interest**
- 5. Adoption of Minutes**
  - 5.1 Regular Meeting of October 2, 2023
    - That the October 2, 2023 minutes be adopted as presented or amended
- 6. Presentations and Delegations**
- 7. Notice of Motions**
- 8. Correspondence**
  - 8.1 Asphodel Norwood – Rising Municipal Insurance Costs
  - 8.2 Municipality of Tweed – Licence Plate Renewal Fee
- 9. Committee Reports**
  - 9.1 Updates from Town Hall – Report # 24-01CSR
  - 9.2 Procurement Policy – Report # 24-02CSR
- 10. In Camera (Closed) Session**
- 11. Return to Regular Session**
- 12. Motions Resulting from Closed Session**
- 13. Adjournment**
  - 13.1 Adjournment of the meeting
    - That the January 29, 2024 meeting adjourn at \_\_\_\_\_ p.m.

DATE: MONDAY, JANUARY 29, 2024

3.1

**THE CORPORATION TOWN OF MATTAWA  
CORPORATE SERVICES COMMITTEE**

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

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

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**BE IT RESOLVED THAT** the agenda dated Monday, January 29, 2024 be adopted.

## THE CORPORATION OF THE TOWN OF MATTAWA

The minutes of the Corporate Services Committee held Monday, October 2<sup>nd</sup>, 2023 at 6:00 p.m. in the Dr. S.F. Monestime Council Chambers.

Committee Present: Mayor Raymond A. Bélanger  
 Chair Mathew Gardiner, Vice Chair Garry Thibert  
 Councillor Dexture Sarrazin, Councillor Fern Levesque

Staff Present: Paul Laperriere, Interim CAO/Deputy-Treasurer  
 Amy Leclerc, Municipal Clerk/Revenue Services Clerk  
 Sabrina Poullas, Front Counter Clerk  
 Wayne Chaput, Chief Building Official/By-Law Officer  
 Barry Jackson, Public Works Supervisor  
 Paul Lafreniere, Interim Fire Chief

\*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. Call to Order

Meeting Called to Order by the Chair at 6:00 p.m.

#### 1.1 Resolution to Suspend Rules and Procedures

##### **Resolution Number CS-23-39**

Moved by Councillor Dexture Sarrazin  
 Seconded by Councillor Garry Thibert

**BE IT RESOLVED THAT** the Corporate Services Committee temporarily suspend the rules and procedural by-law for the Regular Committee Meeting of Monday, October 2<sup>nd</sup>, 2023.

**CARRIED** – unanimous

##### **Resolution Number CS-23-40**

Moved by Councillor Dexture Sarrazin  
 Seconded by Councillor Fern Levesque

**BE IT RESOLVED THAT** the agenda for the Corporate Services Committee Meeting of Monday, October 2<sup>nd</sup>, 2023 be amended to include an In Camera (Closed) Session and add item # 12.1 Personnel Matter.

**CARRIED** – unanimous

### 2. Disclosures of Pecuniary Interest and Nature Thereof

Mayor Bélanger declared a conflict of interest for Petitions & Delegations Item # 3.1.

### 3. Petitions & Delegations

Mayor Bélanger declared a conflict of interest for Petitions & Delegations Item # 3.1 and removed himself from Council Chambers.

### 3.1 Jean-Claude Bélanger – Re: Reimbursement Request for Vehicle Repairs

Jean-Claude Bélanger made a presentation to the Corporate Services Committee requesting reimbursement for vehicle repairs due to damages received from municipal road conditions.

#### **Resolution Number CS-23-41**

Moved by Councillor Fern Levesque

Seconded by Councillor Dexture Sarrazin

**BE IT RESOLVED THAT** the Corporate Services Committee recommends to Council to reimburse Mr. Jean-Claude Bélanger for vehicle repairs due to damages from December 8, 2022 in the amount of \$686.07

**CARRIED** – Recorded vote and the vote was as follows:

**For:** Chair Gardiner, Councillors Sarrazin and Levesque

**Against:** Councillor Thibert

Mayor Bélanger returned to Council Chambers.

## **4. Correspondence**

4.1 AMO – Re: Policy Update – Property Tax Assessment

4.2 Township of Puslinch – Re: Short Term Rentals

4.3 Municipality of St. Charles – Re: Provincial Planning Statement

4.4 City of Ottawa – Re: Donation of Decommissioned Ambulance to St. John Ambulance

## **5. Questions/Comments (public & Council) about the Content of the Agenda**

## **6. Adoption of Previous Minutes**

6.1 Minutes of Monday, July 3<sup>rd</sup>, 2023

#### **Resolution Number CS-23-42**

Moved by Councillor Fern Levesque

Seconded by Councillor Dexture Sarrazin

**BE IT RESOLVED THAT** the minutes of the Corporate Services Committee meeting of Thursday, June 1<sup>st</sup>, 2023 be adopted as circulated.

**CARRIED** – unanimous

## **7. Presentation of By-laws/Resolutions**

## **8. Committee Reports**

8.1 Finance – None

8.2 Personnel – None

8.3 By-Laws

- Report # CS-23-08 – Fireworks Within the Town of Mattawa

**Resolution Number CS-23-43**

Moved by Councillor Fern Levesque  
Seconded by Councillor Dexture Sarrazin

**BE IT RESOLVED THAT** the Corporate Services Committee receives Report # CS-23-08 titled Fireworks Within the Town of Mattawa.

**AND FURTHER THAT** the Committee direct staff to create an educational package and return to Council for further direction.

**CARRIED** – Recorded vote and the vote was unanimous

- 8.4 Technology – None
- 8.5 General Government – None
- 8.6 Planning & Development – None

**9. Question Period**

**10. New/Old Business**

**11. 2/3 (Special Resolutions – not previously circulated)**

**12. In Camera (Closed)**

12.1 Personal Matter

**Resolution Number CS-23-44**

Moved by Councillor Dexture Sarrazin  
Seconded by Councillor Garry Thibert

**BE IT RESOLVED** That this Committee proceed in Camera at 7:01 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

**13. Return to Regular Session**

**Resolution Number CS-23-45**

Moved by Councillor Garry Thibert  
Seconded by Councillor Fern Levesque

**BE IT RESOLVED THAT** the Corporate Services Committee reconvene at 7:20 p.m.

**CARRIED** – unanimous

Chair Gardiner stated the In Camera session was to discuss a personnel matter.

**14 Adjournment**

14.1 Resolution to Adjourn Meeting

**Resolution Number CS-23-46**

Moved by Councillor Dexture Sarrazin  
Seconded by Councillor Fern Levesque

**BE IT RESOLVED THAT** the Corporate Services Committee Meeting of Monday, October 2<sup>nd</sup>, 2023 adjourn at 7:21 p.m.

**CARRIED** – unanimous

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Chair

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Clerk

**DATE: MONDAY, JANUARY 29, 2024**

**THE CORPORATION TOWN OF MATTAWA  
CORPORATE SERVICES COMMITTEE**

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

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

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**BE IT RESOLVED THAT** the minutes of the Corporate Services Committee meeting of Monday, October 2, 2023 be adopted as presented.

December 22, 2023

8.1

David Piccini, MPP  
Northumberland-Peterborough South  
117 Peter St  
Port Hope, ON L1A 1C5

**Sent via E-mail**  
david.piccinico@pc.ola.org

**Re: Rising Municipal Insurance Costs**

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Dear MPP Piccini,

At its regular meeting held December 12, 2023, the Council of the Township of Asphodel-Norwood considered the above-noted matter and passed the following resolution:

**WHEREAS** Ontario Municipalities are experiencing higher insurance rates at each renewal with limited access to insurance providers willing to quote on municipal insurance needs;

**AND WHEREAS** the Township of Asphodel-Norwood's annual insurance premiums have increased from \$150,280 to \$299,729 from 2020 to 2024, representing an accumulated increase of 99.5% over this period;

**AND WHEREAS** these annual increases are unsustainable and divert funds from critical municipal services as one of the most significant constraints in limiting yearly tax levy increases;

**NOW THEREFORE BE IT RESOLVED** that the Council of the Township of Asphodel-Norwood directs staff to send a letter to the MPP for Northumberland-Peterborough South calling for action to reduce insurance costs;

**AND FURTHER BE IT RESOLVED** that this Resolution be forwarded to the Association of Municipalities of Ontario (AMO), the Minister of Finance, the Minister of Municipal Affairs and Housing, and all Ontario Municipalities for support.

Trusting you will find the foregoing satisfactory, but please do not hesitate to reach out with any questions or concerns.

Sincerely,



Melanie Hudson, Acting Clerk  
Township of Asphodel-Norwood



Cc: Hon. Peter Bethlenfalvy, Minister of Finance  
Hon. Steve Clark, Minister of Municipal Affairs and Housing  
Association of Municipalities of Ontario (AMO)  
All Ontario Municipalities

Municipality of Tweed Council Meeting  
Council Meeting



**Resolution No.**

3.

**Title:**

Councillor J. Flieler

**Date:**

Tuesday, January 9, 2024

**8.2**

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**Moved by**

J. Flieler

**Seconded by**

P. Valiquette

WHEREAS the decision to eliminate licence plate renewal fees was made with the intention of easing the financial burden on hardworking Ontario Residents;

AND WHEREAS while the elimination of renewal fees has provided relief to residents, it has simultaneously deprived our Ontario infrastructure of vital funding, exacerbating the pressing issues we face;

AND WHEREAS the burden placed on our four hundred and forty-four Ontario municipalities is escalating, pushing them further into debt as they struggle to address critical infrastructure needs without the necessary financial support;

AND WHEREAS the elimination of these fees has resulted in the removal of over six billion dollars over six years, funds urgently needed for our failing Ontario infrastructure;

AND WHEREAS the burden on all four hundred and forty-four Ontario municipalities is pushing them further into debt;

AND WHEREAS reinstating licence plate renewal stickers (fees) and distributing the collected monies to all Ontario municipalities would significantly benefit the urgently required infrastructure upgrades and replacements;

AND WHEREAS redistributed licence plate renewal sticker fees divided equally among all four hundred and forty-four Municipalities would total \$2,252,252.25 every year for each Municipality;

NOW THEREFORE BE IT RESOLVED THAT we request that the Licence Plate Renewal system be reinstated to allocate these six billion lost infrastructure dollars where they rightfully belong;

AND FURTHER, we propose that all monies collected through the reinstated Licence Plate Renewal system be used in the best interests of all Ontarian's for infrastructure improvements, ensuring long-term prosperity and safety of our communities;

AND FURTHER, we trust that the Provincial Government will carefully consider this proposal and take the necessary steps to address the critical infrastructure needs that our Municipality currently faces.

**Carried**



## STAFF REPORT

**PREPARED FOR:** CORPORATE SERVICES COMMITTEE  
**PREPARED BY:** PAUL LAPERRIERE, INTERIM CAO/TREASURER  
**TITLE:** UPDATES FROM TOWN HALL  
**DATE:** MONDAY, JANUARY 29, 2024  
**REPORT NO:** 24-01CSR

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### **BACKGROUND**

The Corporate Services Committee meets every four months. The following is an update on various corporate matters;

### **ANALYSIS & DISCUSSION**

#### *Fibre Optic at Townhall*

The Bell subcontractors were on site before the seasonal shutdown and installed all conduits from the pole outside the building, to the building and within the building beneath the floor right up to and in the server room, ready to receive to the fibre.

We have been advised that fibre will come the aerial route and Bell workers have been observed taken pictures of the Bell poles along the fibre install route. While we have not been given a date, we expect that the install could occur anytime.

#### *2022 & 2023 Audit Update*

Our auditors, Baker Tilly, were on site January 11 and 12. They finished their field work for 2022 and have advised that they now have completed their examination of the evidence they have requested. They now have to complete their files in-house.

During their most recent visit, they also provided us with a list of documents for the 2023 audit which we have began providing to them.

They have scheduled their return for mid-March at which point they will complete the 2023 audit and give us the draft for the 2022.

I will ask for a more timely receipt of the draft 2022 Financial Statement so that Council can approve them paving the way for our auditors preparation of the FIR. We have been advised by the Ministry of Municipal Affairs and Housing that no funding from them for 2024 will be received until the 2022 FIR is submitted. This is the same for all Ontario municipalities.

#### *Chief Building Officer (CBO)*

Our CBO is now off on a 3 month leave effective January 22, 2024, returning April 22, 2024.

We have contracted with a third party, Andrew O'Reilley, former CBO for Bonfield, to be our building and bylaw officer during Wayne's leave. Mr. O'Reilley's rate will be \$50/hr when asked

to work for the Town. Mr. O'Reilley will come to the office as necessary. A minimum 4 hours will apply.

With respect to animal control, we will work with the North Bay Humane Society (SPCA) and the Provincial Animal Welfare Services Act. We will also leverage the assistance of our neighbouring communities as and when applicable.

Wayne also supervised the crossing guard and provided coverage when the crossing guard was ill or otherwise unavailable. Coverage will now be provided through our Public Works Dept.

Wayne has indicated that during his leave, he can be reached and is available for the issuance of official documents such as any required building permits subject to the leg work having been completed through our purchase of service arrangement.

### **FINANCIAL IMPLICATIONS**

\$50/hr for the CBO purchase of service. Number of hours unknown at this time although they are not expected to be significant.

### **RELEVANT POLICY/LEGISLATION**

### **RECOMMENDATIONS/RESOLUTION**

It is recommended that the Corporate Services Committee receives and accepts this report.

**BE IT RESOLVED THAT** the Corporate Services Committee receives Report # 24-01CSR titled Updates from Town Hall.



## STAFF REPORT

**PREPARED FOR:** CORPORATE SERVICES COMMITTEE

**PREPARED BY:** AMY LECLERC, MUNICIPAL CLERK/REVENUE SERVICES CLERK

**TITLE:** PROCUREMENT POLICY

**DATE:** MONDAY, JANUARY 29, 2024

**REPORT NO:** 24-02CSR

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### **BACKGROUND**

The current municipal procurement policy was updated and adopted by Council on September 12, 2017 with a revision completed on September 13, 2017.

### **ANALYSIS & DISCUSSION**

Attached is the current procurement policy for this committees review and discussion.

### **FINANCIAL IMPLICATIONS**

### **RELEVANT POLICY/LEGISLATION**

Procurement Policy

### **RECOMMENDATIONS/RESOLUTION**

That this committee have an in-depth discussion on the policy and send it back to the working group for modifications before returning to Council.

**BE IT RESOLVED THAT** the Corporate Services Committee receives Report # 24-02CSR titled Procurement Policy.



<b>POLICY:</b>	<b>Procurement Policy</b>
Committee:	General Government
Effective Date:	September 12, 2017
Most Recent Revision:	September 13, 2017

## **SCOPE**

This policy applies to all employees of the Corporation of the Town of Mattawa.

## **POLICY**

The policy of the Corporation of the Town of Mattawa is to establish guidelines concerning the acquisition of goods and services to ensure a timely and efficient procurement

Exceptions to this policy may be made only with the approval of the CAO/Treasurer

## **PROCEDURE**

### **Responsibility**

The CAO/Treasurer or designate, Chief Building & By-Law Official, Process & Compliance Technician, Public Works Supervisor, Recreation & Facilities Service Manager and the Fire Chief have been authorized to spend on behalf of the Corporation of the Town of Mattawa for the purpose of:

- Purchasing office equipment, furniture and supplies;
- Payment of recurring expenses of the Town, including, but not limited to, equipment rental fees, rent, telephone and internet expenses, utility charges, etc.;
- Payment of salaries to all employees of the Corporation of the Town of Mattawa, as authorized by Council;
- Reimbursement of expenses incurred by employees and members of Council in the performance of duties directly related to the work of the Corporation of the Town of Mattawa, provided that the necessary documentation is provided (Expense Report form, receipts);
- Payment of contractors with whom the Council has negotiated a contract, provided that the contractors have performed the work to the satisfaction of the Department Head.

Under no circumstances will the Corporation of the Town of Mattawa purchase goods and services on behalf of staff or others for private or non-municipal use.

It is the responsibility of the Department Head to ensure all purchases authorized are within the approved budget and will be verified by the Treasury Department for the Corporation of the Town of Mattawa.

All purchases of goods and services under the amount of \$2,000.00 must be initiated by and authorized by a Department Head.

All purchases between \$2,000.00 and \$5,000.00 must be initiated by and authorized by a Department Head and will be supported by three quotations where and when possible.

For all purchases greater than \$5,000.00, a resolution shall be brought forward with due notification of possible suppliers or contractors in order for Council to authorize the purchase of goods and services or to issue a Request for Proposal (RFP) or a Request for Quotation (RFQ).

All goods and services are to be received by the department that initiated the order. Packing slips are to be reconciled with goods and services received, initialled by the receiver and forwarded to Accounts Payable.

Where packing slips are not provided by the supplier, a “goods and services received” memorandum is to be completed and forwarded to Accounts Payable.

Office and other general supplies and services will be ordered by the Administrative Assistant following the above procedures and authorized by the Executive Assistant/Deputy Clerk.

All invoices included with goods and services received are to be immediately forwarded to Accounts Payable.

### **Conflict of Interest**

The Corporation of the Town of Mattawa requires full and open disclosure when dealing with procurement. As such, all employees and members of Council must avoid any conflict of interest or the appearance of a conflict of interest.

Employees involved in or experiencing a conflict of interest must notify their supervisor immediately of the conflict, including the nature of the conflict and the potential risk to the Corporation of the Town of Mattawa. This includes any situation that could be perceived to be a conflict of interest by anyone.

A conflict of interest will be deemed to exist when the duties and responsibilities of an employee are or potentially could be compromised by their personal and private interests. A conflict of interest may be real, apparent or perceived.

A “real” conflict of interest will be deemed to exist when the employee has knowledge of a private interest economic or otherwise that could influence the exercise of his or her duties and responsibilities with the Corporation of the Town of Mattawa.

An “apparent” or “perceived” conflict of interest will be deemed to exist when the employee is in a situation in which a reasonably well-informed person could properly have a reasonable apprehension that a conflict of interest exists, even when there may not be a conflict.

An employee who is unsure whether something constitutes a conflict of interest should immediately discuss the issue with their supervisor in order to determine the Town’s position on the issue. The supervisor will investigate the disclosure and determine what steps, if any, should be taken as a result of the conflict of interest.

Failure to comply with these requirements may result in disciplinary actions up to and including dismissal in accordance with established policy.

## **FORMS**

Expense Report Form

## **REVISION**

September 13, 2017

Add Fire Chief to **PROCEDURE - Responsibility**



DATE: MONDAY, JANUARY 29, 2024

13.1

**THE CORPORATION TOWN OF MATTAWA  
CORPORATE SERVICES COMMITTEE**

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

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

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**BE IT RESOLVED THAT** the January 29, 2024 meeting adjourn at \_\_\_\_\_ p.m.