

THE CORPORATION OF THE TOWN OF MATTAWA

The minutes of the Special Meeting held Wednesday January 31, 2024, at 5:00 p.m. in the Dr. S.F. Monestime Council Chambers.

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

Staff Present: Paul Laperriere, Interim CAO/Treasurer
Amy Leclerc, Municipal Clerk/Revenue Services Clerk
Sabrina Poullas, Front Counter Clerk/Lottery Licence Officer
Barry Jackson, Public Works Supervisor

*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 5:00 p.m.

2. Announce Electronic Participants

Clerk announced that Councillor Mick was participating virtually and one member of the public was online.

3. Adoption of Agenda

3.1 To Adopt the agenda as presented or amended

Resolution Number 24-10

Moved by Councillor Laura Ross

Seconded by Councillor Fern Levesque

BE IT RESOLVED THAT the special meeting agenda dated Wednesday January 31, 2024 be adopted.

CARRIED – unanimous

4. Disclosures of a Conflict of Interest

Councillor Sarrazin declared a conflict of interest on agenda item # 5.1

5. Presentations and Delegations

5.1 Andre Clement of Integrity Management Consulting Group – Re: New Hiring Policy and Job Descriptions

Andre presented Council with the draft hiring policy.

Resolution Number 24-11

Moved by Deputy Mayor Mathew Gardiner

Seconded by Councillor Loren Mick

BE IT RESOLVED THAT Council approve the hiring policy.

CARRIED – unanimous

Andre further presented the new job descriptions for Director of Community Services, Public Works Supervisor, Parks and Recreation Supervisor and Fire Chief.

Resolution Number 24-12

Moved by Councillor Loren Mick

Seconded by Councillor Laura Ross

BE IT RESOLVED THAT Council approve the job descriptions for the Director of Community Services, Public Works Supervisor, Parks and Recreation Supervisor and Fire Chief as presented and amended.

CARRIED – Recorded vote and the vote was unanimous

Councillor Sarrazin declared a conflict of interest on the presentation and delegations item # 5.1. He remained at his seat for the discussion on the hiring policy and removed himself from his seat during the discussion on the job descriptions.

6. Notice of Motions

7. Standing Committee Recommendations/Reports – Motions

8. Staff Reports – Motions

8.1 Garbage & Recycling Collection – Report # 24-02R

Resolution Number 24-13

Moved by Councillor Fern Levesque

Seconded by Councillor Dexture Sarrazin

BE IT RESOLVED THAT the Council of the Town of Mattawa receives Report # 24-02R titled Garbage and Recycling Collection.

AND FURTHER THAT Council approves both contracts and directs the Interim CAO/Treasurer to bring forward a by-law at the next regular meeting for formal adoption.

CARRIED – Recorded vote and the vote was unanimous

8.2 Service Line Warranty of Canada (SLWC) – Report # 24-03R

Resolution Number 24-14

Moved by Deputy Mayor Mathew Gardiner

Seconded by Councillor Fern Levesque

BE IT RESOLVED THAT the Council of the Town of Mattawa receives Report # 24-03R titled Service Line Warranty of Canada (SLWC).

AND FURTHER THAT Council approves the program continuing in the Town of Mattawa and further approves Service Line Warranty of Canada to send a mailout to all homeowners and residents.

CARRIED – unanimous

Mayor Belanger called a short recess of the meeting at 6:09 p.m.

Barry Jackson, Public Works Supervisor left the meeting at 6:10 p.m.

Councillor Ross left the meeting at 6:11 p.m.

Mayor Belanger resumed the meeting at 6:12 p.m.

8.3 Tax & Utility E-Billings – Report # 24-04R

Resolution Number 24-15

Moved by Deputy Mayor Mathew Gardiner

Seconded by Councillor Fern Levesque

BE IT RESOLVED THAT the Council of the Town of Mattawa receives Report # 24-04R titled Tax and Utility E-Billings.

AND FURTHER THAT Council approves the purchase of the Tax and Utility e-billings and directs the Interim CAO/Treasurer to issue a notice to the ratepayers.

CARRIED – unanimous

8.4 2024 Mattawa Voyageur Days – Report # 24-05R

Resolution Number 24-16

Moved by Councillor Loren Mick

Seconded by Councillor Dexture Sarrazin

BE IT RESOLVED THAT the Council of the Town of Mattawa receives Report # 24-05R titled 2024 Mattawa Voyageur Days.

AND FURTHER THAT Council fully supports holding the 25th Mattawa Voyageur Days from July 27 to 29, 2024 with an upset budget limit of \$450,000. And further directs staff to organize the event and return to Council at the next regular meeting with an overview of the festival activities.

AND FURTHER THAT Council directs the Interim CAO/Treasurer to return to Council on a regular basis with updates on the festival and for full approval of the event details.

CARRIED – Recorded vote and the was unanimous

9. In Camera (Closed) Session

9.1 Non-Union Staff Salary Review

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 24-17

Moved by Councillor Fern Levesque

Seconded by Deputy Mayor Mathew Gardiner

BE IT RESOLVED THAT this Council proceed in Camera at 6:35 pm in order to address a matter pertaining to: b) personal matters about an identifiable individual, including municipal or local board employees.

CARRIED – unanimous

Councillor Mick signed off the meeting for the In Camera (Closed) Session as per the procedure by-law.

Amy Leclerc, Municipal Clerk/Revenue Services Clerk and Sabrina Poullas, Front Counter Clerk/Lottery Licence Officer left the In Camera (Closed) Session for the discussion of item # 9.1 and Paul Laperriere, Interim CAO/Treasurer assumed the Clerk's position.

Amy Leclerc, Municipal Clerk/Revenue Services Clerk and Sabrina Poullas, Front Counter Clerk/Lottery Licence Officer returned to the meeting for the Return to Regular Session.

10. Return to Regular Session

Resolution Number 24-18

Moved by Councillor Dexture Sarrazin

Seconded by Deputy Mayor Mathew Gardiner

BE IT RESOLVED THAT the special meeting of Council reconvene at 7:16 p.m.

CARRIED – unanimous

Mayor Bélanger advised that the closed session was to discuss the non-union staff salaries.

11. Motions Resulting from Closed Session

Resolution Number 24-19

Moved by Councillor Fern Levesque

Seconded by Deputy Mayor Mathew Gardiner

BE IT RESOLVED THAT Council approves the non union staff salary grid as presented during the In Camera (Closed) session.

CARRIED – Recorded vote and the vote was unanimous

12. Adjournment

12.1 Adjournment of the meeting

Resolution Number 24-20

Moved by Councillor Fern Levesque

Seconded by Councillor Dexture Sarrazin

BE IT RESOLVED THAT the January 31, 2024 meeting adjourn at 7:18 p.m.

CARRIED – unanimous

**Approved Minutes as Certified by
the Municipal Clerk**

