



**REGULAR MEETING OF COUNCIL
AGENDA
MONDAY OCTOBER 7, 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 October 7, 2024 be adopted
- 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 Mattawa Voyageur Days 2025 – Report # 24-55R
 - 8.2 CAO/Treasurer Job Posting – Report # 24-56R
- 9. In Camera (Closed) Session**
- 10. Return to Regular Session**
- 11. Motions Resulting from Closed Session**
- 12. Adjournment**
 - 12.1 Adjournment of the meeting
 - That the October 7, 2024 meeting adjourn at _____ p.m.

DATE: MONDAY OCTOBER 7, 2024

3.1

THE CORPORATION TOWN OF MATTAWA

MOVED BY COUNCILLOR _____

SECONDED BY COUNCILLOR _____

BE IT RESOLVED THAT the meeting agenda dated Monday October 7, 2024 be adopted as amended to add an information report under Section 8 titled CAO/Treasurer Job Posting.



INFORMATION REPORT

PREPARED FOR: MAYOR BÉLANGER AND MEMBERS OF COUNCIL

PREPARED BY: PAUL LAPERRIERE, INTERIM CAO/TREASURER

TITLE: MATTAWA VOYAGEUR DAYS 2025

DATE: MONDAY OCTOBER 7, 2024

REPORT NO: 24-55R

BACKGROUND

Council has directed staff to save the date for Voyageur Days 2025 and start working on a plan for next year's event.

ANALYSIS & DISCUSSION

Last year's theme for the 25th anniversary of Voyageur Days was "**Giving Back.**" The Town spent approximately an additional \$43,000 in "giving back", and while that was well received, it is not sustainable.

This year's theme is the "**Next 25 Years**" and how Mattawa Voyageur Days needs to adapt and position itself to meet the interest of the next generation.

Classic Rock will always be part of our lives and certainly the heartbeat of Voyageur Days' first 25 years. The reality, however, is that the musical landscape changes with each generation and any successful festival needs to change too, so as to meet the expectations of the new venue goers.

The 25th anniversary was the catalyst to this change. Country night brought in young talent that appealed to the growing young country fans that are fueling the popularity of this genre. Saturday night brought a departure from the classic rock with *Our Lady Peace* as an alternative rock group. The attendance Saturday night confirmed that venue goers are ready to see different and new genres.

The success of a music festival rests with the quality of its musical acts. Last year's bands cost \$240,000 with no Sunday night performances. We have heard the comments, both good and bad, and there appears to be an overwhelming consensus to bring back Sunday night performances.

So, we are going to bring back Sunday night performances. We are working on bringing fresh talent. Top bands are out of our price range with performers such as Bryan Adams, Nickelback and Avril Lavigne costing \$1 million per concert. We are looking at popular acts in both country and rock including tribute bands and our total budget is \$480,000 (last year was \$475,000). The Sunday night performances add significantly to the budget while the elimination of the "freebies" reduces expenses, such that overall, we are more or less in the same range as last year.

Our goal is to sign a few bands now and start to immediately sell wristbands. We've also heard from many that they didn't buy wristbands last year because they couldn't come for the whole

weekend and since we did not have single day tickets, they simply didn't buy a wristband. This year we will offer single day options.

We will also be looking at bringing back the Midway which would replace events like the circus, the inflatables and the Science North Exhibit.

Other activities such as the Big Canoe rides and dam tour will be encouraged.

We will continue to have vendors on Main Street, and we are looking at enhancing food on the point. Our beer sold well last year so we might look at rebranding our 25th anniversary beer logo.

FINANCIAL IMPLICATIONS

The budget for 2025 is \$480,500 as documented on the attached budget summary.

RELEVANT POLICY/LEGISLATION

RECOMMENDATIONS/RESOLUTION

It is recommended that Council receives this report and further that Council approves the 2025 Voyageur Days budget totalling \$480,500.

BE IT RESOLVED THAT the Council of the Town of Mattawa receives Report # 24-55R titled Mattawa Voyageur Days 2025.

AND FURTHER THAT Council approve the budget for Mattawa Voyageur Days 2025 totalling \$480,500.00.

TOWN OF MATTAWA

VOYAGEUR DAYS - 2025

Budget

	2025
REVENUE	
Wristbands	295,000
Sponsorships	40,000
Vendors	5,500
Merchandise	5,000
Bar	100,000
Grants	35,000
<hr/>	
Total	480,500
EXPENSES	
Entertainment	
Music	282,500
Other (family & kids)	15,000
Fireworks	9,500
Sound & lighting	32,000
Riders	8,000
Accomodations	6,000
Marketing	9,850
Merchandise	3,500
Safety	
Private security	12,000
OPP	9,000
Yellow shirts	7,500
First Aid	2,000
Electrical	7,500
Port-a-Potties rental	15,000
Beverages	
Alcohol	40,000
Bartenders	4,000
Ice	3,400
Refrigerated trailer	2,250
License	500
Insurance	4,000
Trailers/port-a-rooms	1,500
Supplies	2,500
Slocan	2,000
All others/miscellaneous	1,000
<hr/>	
Total	480,500
NET	0



INFORMATION REPORT

PREPARED FOR: MEMBERS OF COUNCIL
PREPARED BY: MAYOR RAYMOND A. BÉLANGER
TITLE: CAO/TREASURER JOB POSTING
DATE: MONDAY, OCTOBER 7, 2024
REPORT NO: 24-56R

BACKGROUND

At our last meeting, Council of the Corporation of the Town of Mattawa authorized the hiring of a full time Chief Administrative Officer (CAO)/Treasurer and further authorized the Clerk to post the job advertisement in the Mattawa Recorder, municipal website, Town of Mattawa social media pages and Mattawa App.

ANALYSIS & DISCUSSION

Lost in the shuffle was directive as to who would produce the Job Posting. Therefore, I took it upon myself to produce a draft for Council approval.

FINANCIAL IMPLICATIONS

Cost to publish posting in the Mattawa Recorder

RELEVANT POLICY/LEGISLATION

All by-laws in relation to CAO, Treasurer, and Interim appointments.

RECOMMENDATIONS/RESOLUTION

BE IT RESOLVED THAT the Council of the Corporation of the Town of Mattawa receives Report # 24-56R titled CAO/Treasurer Job Posting.

AND FURTHER THAT the Council of the Corporation of the Town of Mattawa approve the attached Job Posting for a Chief Administrative Officer and Treasurer.

AND FURTHER THAT this posting shall be opened from Tuesday, October 8, 2024, and shall close on Friday, October 25, 2024, at 5:00 p.m.



JOB VACANCY FULL-TIME POSITION - CHIEF ADMINISTRATIVE OFFICER/TREASURER

Located in the District of Nipissing, the Town of Mattawa, with a population of 2,200, is the ideal place to live, work, and play. It combines the best of a scenic rural lifestyle with great amenities, a stable economy, and proximity to major centres and transportation routes.

The Chief Administrative Officer (CAO)/Treasurer is the most senior administrative leader of the Town of Mattawa. Collaborating closely with the elected Council, the CAO/Treasurer leads the municipal team in delivering responsive, client-centred services and ensuring a vibrant future for the Town.

Major responsibilities of the CAO/Treasurer include:

- The CAO/Treasurer will lead an experienced staff and function as principal advisor to Council in a municipality that offers its residents a full range of municipal services.
- Responsibility to Council for the financial and general management of the civic administration and the conduct of the business affairs of the Town of Mattawa.
- Provide leadership to the Town of Mattawa through an empowered and inspired senior management team. Through the delegation of authority to the senior team, provide the Town Council with strong direction and oversight in all areas of the Corporation.
- With the senior management team, provide Town Council with a budget preparation protocol that allows Council to contribute early input in the budgeting process. This will assist Council in their budget approval process.
- With the senior management team, develop a good relationship with the mayor and members of Council of the Town of Mattawa, balancing the requirements of the mayor with the requirements of individual members of Council.
- Develop a good working relationship with community groups as well as understanding of the requirement to have council involved with specific approvals for community groups.

The ideal candidate for the CAO/Treasurer of the Town of Mattawa will be a proven leader with experience in the public sector and a deep understanding of municipal government. The candidate will have a strong history as a manager who is able to motivate his team and find consensus in diverse point of view. He will be an effective communicator who is skilled in relationship-building. Established relationships with provincial government and other key stakeholders is an asset. He will be a strategic, creative, and innovative thinker.

The ideal candidate will be one who is familiar with the benefits of Northern Ontario living. Excellent communication skills and the ability to consult effectively with other parties on behalf of the Town will be essential for success in the position.

If you believe you can make a strong contribution in the role of CAO/Treasurer, please submit your resume to Mayor Raymond A. Bélanger & Council, by no later than Friday October 25, 2024 @ 5:00pm.

Salary Range \$108,948 - \$111,650 per year and excellent benefits package

Corporation of the Town of Mattawa c/o Mayor Raymond A. Bélanger and Council

160 Water Street, Box 390 Mattawa, ON P0H 1V0 - 705-744-5611 – mayor.belanger@mattawa.ca

DATE: MONDAY OCTOBER 7, 2024

18.1

THE CORPORATION TOWN OF MATTAWA

MOVED BY COUNCILLOR _____

SECONDED BY COUNCILLOR _____

BE IT RESOLVED THAT the October 7, 2024 meeting adjourn at _____ p.m.