



**CORPORATE SERVICES COMMITTEE
MEETING AGENDA
MONDAY JULY 7, 2025 AT 6:00 P.M.**

**DR. S. F. MONESTIME MUNICIPAL COUNCIL CHAMBERS
160 WATER STREET, MATTAWA ON**

<p>Zoom Meeting Access: 1-647-374-4685 Meeting ID Code: 871 0409 6506 Passcode: 879124</p>

- 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 July 7, 2025 be adopted
- 4. Disclosures of a Conflict of Interest**
- 5. Adoption of Minutes**
 - 5.1 Regular Meeting of March 3, 2025
 - 5.2 To adopt the minutes as presented or amended
 - That the Committee adopt the March 3, 2025 minutes
- 6. Presentations and Delegations**
- 7. Notice of Motions**
- 8. Correspondence**
 - 8.1 City of Richmond Hill – Provincial Regulations Needed to Restrict Keeping of Non-Native Wild Animals
 - 8.2 County of Prince Edward – Advocacy to Federal Government for Disability Without Poverty
 - 8.3 FONOM – Applauds Tariff & Northern Focus of 2025 Ontario Budget
 - 8.4 Township of Brudenell, Lyndoch & Raglan – Call for Inclusive Research to Reflect Diversity of Canadian Communities
 - 8.5 Township of Brudenell, Lyndoch & Raglan – Ontario Works Financial Assistant Rates
 - 8.6 Township of Otonabee-South Monaghan – Proposal to End Daylight Savings Time in Ontario
- 9. Committee Reports**
 - 9.1 Report # R09-25-CORP – Updates in By-Law & Building Department
Prepared by Wayne Chaput, Chief Building Official/By-Law Enforcement Officer

- 9.2 Report # R10-25-CORP – Council Vacancy Policy
Prepared by Mathew Gardiner, Chair of Corporate Services Committee
- 9.3 Report # R11-25-CORP – Governance Policy 3 – Proposed Changes
Prepared by Mathew Gardiner, Chair of Corporate Services Committee
- 9.4 Report # R12-25-CORP – Council Remuneration Policy
Prepared by Mathew Gardiner, Chair of Corporate Services Committee
- 9.5 Report # R13-25-CORP – CAO/Treasurer Performance Evaluation
Prepared by Mathew Gardiner, Chair of Corporate Services Committee

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 July 7, 2025 meeting adjourn at _____ p.m.

DATE: MONDAY JULY 7, 2025

3.1

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

MOVED BY COUNCILLOR _____

SECONDED BY COUNCILLOR _____

BE IT RESOLVED THAT the agenda dated Monday July 7, 2025 be adopted.

THE CORPORATION OF THE TOWN OF MATTAWA

The minutes of the Corporate Services Committee Meeting held Monday March 3, 2025, at 6:00 p.m. in the Dr. S.F. Monestime Council Chambers.

Committee Members Present:
 Chair Mathew Gardiner
 Vice Chair Laura Ross
 Councillor Garry Thibert

Visiting Council Members:
 Mayor Raymond A. Bélanger
 Councillor Spencer Bigelow

Staff Present:
 Amy Leclerc, Municipal Clerk/Revenue Services Clerk
 Wayne Chaput, Chief Building Official/By-law Enforcement Officer
 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 Chair at 6:00 p.m.

2. Announce Electronic Participants

Clerk announced that there was no online participation.

3. Adoption of Agenda

3.1 To Adopt the agenda as presented or amended

Resolution Number 07-25-CORP

Moved by Councillor Garry Thibert
 Seconded by Councillor Laura Ross

BE IT RESOLVED THAT the agenda dated Monday March 3, 2025 be adopted.
CARRIED – unanimous

4. Disclosures of a Conflict of Interest

5. Adoption of Minutes

5.1 Regular Meeting of January 6, 2025

5.2 To adopt the minutes as presented or amended

Resolution Number 08-25-CORP

Moved by Councillor Laura Ross
 Seconded by Councillor Garry Thibert

BE IT RESOLVED THAT the Corporate Services Committee adopt the minutes of the meeting of January 6, 2025.

CARRIED – unanimous

6. Presentations and Delegations

7. Notice of Motions

8. Correspondence

- 8.1 Town of Plympton-Wyoming – Property Taxation Implications Related to Non-Market Valuation of Electricity Industry Properties

The Committee spoke on correspondence item # 8.1 and requested it be brought to Council for support

- 8.2 Township of Uxbridge – Implementation of Buy Canadian Policy

The Committee spoke on correspondence item # 8.2 and requested it be brought to Council for support

- 8.3 AMO – Weekly Provincial Election Tracking Update

- 8.4 Municipality of South Huron – TAPMO Letter Regarding Pre-Budget Announcement

The Committee spoke on correspondence item # 8.4

- 8.5 FONOM – Financial Sustainability in Child Welfare

- 8.6 Peterborough County – Proposed US Tariffs on Canadian Goods

- 8.7 ROMA – Legal Intervention on Trains & Drains Moves Forward

9. Committee Reports

- 9.1 Report # R02-25-CORP – Governance Policy 3 – Proposed Changes
Prepared by Amy Leclerc, Municipal Clerk/Revenue Services Clerk

Resolution Number 09-25-CORP

Moved by Councillor Garry Thibert

Seconded by Councillor Laura Ross

BE IT RESOLVED THAT the Corporate Services Committee receives Report # R02-25-CORP titled Governance Policy 3 – Proposed Changes.

AND FURTHER THAT the committee direct the Chair to provide the recommended changes to all of Council and request input back to the Chair for a final report to be provided to the committee at the next meeting.

CARRIED – unanimous

- 9.2 Report # R03-25-CORP – Fireworks Within the Town of Mattawa
Prepared by Wayne Chaput, Chief Building Official/By-Law Enforcement Officer

Resolution Number 10-25-CORP

Moved by Councillor Garry Thibert

Seconded by Councillor Laura Ross

BE IT RESOLVED THAT the Corporate Services Committee receives Report # R03-25-CORP titled Fireworks By-law Within the Town of Mattawa.

AND FURTHER THAT the committee direct the Chair to provide the recommended changes to all of Council for approval and adoption.

CARRIED – unanimous

- 9.3 Report # R04-25-CORP – Renumeration Policy
Prepared by Mathew Gardiner, Chair of Corporate Services Committee

Resolution Number 11-25-CORP

Moved by Councillor Garry Thibert
Seconded by Councillor Laura Ross

BE IT RESOLVED THAT the Corporate Services Committee receives Report # R04-25-CORP titled Council Renumeration Policy.

AND FURTHER THAT the committee direct the Chair to bring back a draft policy with the changes discussed at the next Corporate Services Meeting.

CARRIED – unanimous

- 9.4 Report # R05-25-CORP – Updates in Finance, HR & General Government
Prepared by Paul Laperriere, CAO/Treasurer

Resolution Number 12-25-CORP

Moved by Councillor Laura Ross
Seconded by Councillor Garry Thibert

BE IT RESOLVED THAT the Corporate Services Committee receives Report # R05-25-CORP titled Updates In Finance, Hr & General Government.

CARRIED – unanimous

- 9.5 Report # R06-25-CORP – Council Vacancy Policy
Prepared by Mathew Gardiner, Chair of Corporate Services Committee

Resolution Number 13-25-CORP

Moved by Councillor Laura Ross
Seconded by Councillor Garry Thibert

BE IT RESOLVED THAT the Corporate Services Committee receives Report # R06-25-CORP titled Council Vacancy Policy.

AND FURTHER THAT the committee direct the Chair to request all councillors to submit their thoughts and recommendations for a council vacancy policy and that those responses be brought back to the next Corporate Services Meeting.

CARRIED – unanimous

- 9.6 Report # R07-25-CORP – Technology Update
Prepared by Dexture Sarrazin, Director of Community Services

Resolution Number 14-25-CORP

Moved by Councillor Garry Thibert
Seconded by Councillor Laura Ross

BE IT RESOLVED THAT the Corporate Services Committee receives Report # R07-25-CORP titled Technology Update.

CARRIED – unanimous

- 9.7 Report # R08-25-CORP – Updates in By-Law & Building Department
Prepared by Wayne Chaput, Chief Building Official/By-Law Enforcement Officer

Resolution Number 15-25-CORP

Moved by Councillor Laura Ross

Seconded by Councillor Garry Thibert

BE IT RESOLVED THAT the Corporate Services Committee receives Report # R08-25-CORP titled Updates in By-Law & Building Department.

CARRIED – unanimous

10. In Camera (Closed) Session

10.1 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 16-25-CORP

Moved by Councillor Laura Ross

Seconded by Councillor Garry Thibert

BE IT RESOLVED THAT this Council proceed in Camera at 7:53 pm in order to address a matter pertaining to b) personal matters about an identifiable individual, including municipal or local board employees.

CARRIED – unanimous

11. Return to Regular Session

Resolution Number 17-25-CORP

Moved by Councillor Laura Ross

Seconded by Councillor Garry Thibert

BE IT RESOLVED THAT the Corporate Services Committee meeting reconvene at 8:04 p.m.

CARRIED – unanimous

12. Motions Resulting from Closed Session

13. Adjournment

13.1 Adjournment of the meeting

Resolution Number 18-25-CORP

Moved by Councillor Laura Ross

Seconded by Councillor Garry Thibert

BE IT RESOLVED THAT the March 3, 2025 meeting adjourn at 8:05 p.m.

CARRIED – unanimous

Chair

Clerk

DATE: MONDAY JULY 7, 2025

5.2

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

MOVED BY COUNCILLOR _____

SECONDED BY COUNCILLOR _____

BE IT RESOLVED THAT the Corporate Services Committee adopt the minutes of the meeting of March 3, 2025.

15. Committee and Staff Reports

15.1 Minutes - Committee of the Whole Meeting CW#06-25 held April 16, 2025

15.1.13 Member Motion - Councillor Cilevitz - Provincial regulations needed to restrict keeping of non-native ("exotic") wild animals - (CW Item 12.1)

Moved by: Councillor Thompson

Seconded by: Councillor Cilevitz

Whereas Ontario has more private non-native ("exotic") wild animal keepers, roadside zoos, mobile zoos, wildlife exhibits and other captive wildlife operations than any other province; and,

Whereas the Province of Ontario has of yet not developed regulations to prohibit or restrict animal possession, breeding, or use of non-native ("exotic") wild animals in captivity; and,

Whereas non-native ("exotic") wild animals can pose very serious human health and safety risks, and attacks causing human injury and death have occurred in the province; and,

Whereas the keeping of non-native ("exotic") wild animals can cause poor animal welfare and suffering, and poses risks to local environments and wildlife; and,

Whereas owners of non-native ("exotic") wild animals can move from one community to another even after their operations have been shut down due to animal welfare or public health and safety concerns; and,

Whereas municipalities have struggled, often for months or years, to deal with non- native ("exotic") wild animal issues and have experienced substantive regulatory, administrative, enforcement and financial challenges; and,

(continued)



Extracts from Council Meeting
C#10-25 held April 23, 2025
Confirmatory By-law 60-25

Whereas the Association of Municipalities of Ontario (AMO), the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) and the Municipal Law Enforcement Officers' Association (MLEOA) have indicated their support for World Animal Protection's campaign for provincial regulations of non-native ("exotic") wild animals and roadside zoos in letters to the Ontario Solicitor General and Ontario Minister for Natural Resources and Forestry;

Now Therefore Be It Resolved:

1. That the City of Richmond Hill hereby petitions the provincial government to implement provincial regulations to restrict the possession, breeding, and use of non-native ("exotic") wild animals and license zoos in order to guarantee the fair and consistent application of policy throughout Ontario for the safety of Ontario's citizens and the non-native ("exotic") wild animal population;
2. That this resolution will be forwarded to all municipalities in Ontario for support and that each endorsement be then forwarded to the Premier of Ontario, Ontario Solicitor General, Ontario Minister for Natural Resources and Forestry, and Richmond Hill MPP's, AMO, AMCTO, and MLEOA.

Carried

For Your Information and Any Action Deemed Necessary

June 13, 2025

Please be advised that during the regular Council meeting of June 10, 2025 the following resolution regarding support of advocacy to the Federal Government for 'disability without poverty' was carried.

RESOLUTION NO. 2025-345

DATE: June 10, 2025

MOVED BY: Councillor Roberts

SECONDED BY: Councillor Branderhorst

WHEREAS one in four Ontarians lives with a disability; and

WHEREAS the median household income in Prince Edward County (\$75K) is already well below both the Basic Living Income and the Ontario Median Household Income (\$84K); and

WHEREAS persons with disabilities are twice as likely to live in poverty and would already require an average of 30% more income just to reach the poverty line; and

WHEREAS the new federal benefit for people with disabilities (about \$200/month) and called the Canada Disability Benefit) is about to be rolled out; and

WHEREAS the Federal government has yet to exempt this new federal benefit from being considered income for federal tax purposes,

NOW THEREFORE BE IT RESOLVED:

THAT the Mayor be requested to communicate with Prime Minister Carney that the Council of the County of Prince Edward calls on the Government of Canada to commit to exempting the Canada Disability Benefit from income tax and work towards supporting Canadians with a disability to live without poverty;

THAT Prime Minister Carney be requested to publicly confirm his government's commitment to making that legislative change as soon as possible; and

THAT a copy of this resolution be circulated to the federal Minister of Finance, the federal Minister of Health, the Federation of Canadian Municipalities, Prince Edward Lennox and Addington Social Services, the Rural Ontario Municipal Association (ROMA), the Eastern Ontario Wardens' Caucus (EOWC) and all municipalities in the Province of Ontario.

CARRIED

Yours truly,



Victoria Leskie, **CLERK**

cc: Mayor Steve Ferguson, Councillor Roberts, Councillor Branderhorst, and Adam Goheen, Interim CAO



May 15, 2025

MEDIA RELEASE

FONOM Applauds “Tariff and Northern” Focus of 2025 Ontario Budget

Temiskaming Shores, ON – The Federation of Northern Ontario Municipalities (FONOM) is encouraged by the Province's 2025 Budget, tabled today by Ontario's Minister of Finance, the Honourable Peter Bethlenfalvy. FONOM believes this year's Budget reflects a "Tariff and Northern" approach, offering a strong foundation for future growth and investment in Ontario's North.

FONOM is particularly pleased to see an increase in the funding envelope for the Connecting Link Program and the creation of a new special fund to support major infrastructure projects along connecting links of regional and national significance. Additionally, introducing a dedicated Pothole Fund for smaller northern and rural communities is a welcome and practical investment in road safety and reliability.

The Province's recommitment to completing the twinning of Highway 69, with ongoing land acquisitions, is another critical step in improving Northern transportation. While no construction dates were announced for the long-anticipated 2+1 highway initiative, first proposed in November 2022, FONOM is encouraged that the Province no longer refers to the need for a pilot project, suggesting progress in implementation.

Further positive developments in the Budget include funding for GO Transit refurbishments that will directly benefit Thunder Bay and the Nipissing District, and targeted financial support for Northern Colleges in the 2025-2026 fiscal year. FONOM also welcomes the Province's continued investment in skilled trades, particularly supporting the Mining, Forestry, and Industrial sectors vital to the northern economy.

Notably, expanding the Provincial definition of "Northern Ontario" to include the District of Muskoka marks a significant shift. FONOM welcomes this change and looks forward to working collaboratively with Muskoka on shared priorities that benefit the broader northern region. The continued growth of the Northern Ontario Heritage Fund Corporation (NOHFC) is another

1-2

positive signal of the government's commitment to long-term regional development.

"Today's Budget sends the right signals to communities across the North," said FONOM President Danny Whalen, "we're seeing tangible investments in infrastructure, transportation, education, and economic development. While there's still work to be done—particularly on the 2+1 highway—this Budget makes us optimistic."

FONOM looks forward to continued collaboration with the Province as these commitments are implemented.

FONOM is an association of some 110 districts/municipalities/cities/towns in Northeastern Ontario mandated to work for the betterment of municipal government in Northern Ontario and strive for improved legislation respecting local government in the North. It is a membership-based association that draws its members from northeastern Ontario and is governed by an 11-member board.



President Danny Whalen

705-622-2479



**TOWNSHIP OF
BRUDENELL, LYNDOKH AND RAGLAN**

42 Burnt Bridge Road, PO Box 40
Palmer Rapids, Ontario K0J 2E0
TEL: (613) 758-2061 · FAX: (613) 758-2235

June 6, 2025

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

RE: Call for inclusive research to reflect diversity of Canadian communities

Dear Mr. Ford,

Please be advised that at the Regular Council Meeting on June 4, 2025, Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan passed the following resolution, supporting the resolution from the Town of Parry Sound.

Resolution No: 2025-05-04-08
Moved by: Councillor Kauffeldt
Seconded by: Councillor Keller

"Be it resolved that the Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan support the Town of Parry Sounds resolution regarding the Call for inclusive research to reflect diversity of Canadian communities.

And further that this resolution be forwarded to Doug Ford, Premier of Ontario Lisa Thompson, Minister of Rural Affairs Cheryl Gallant, MP Billy Denault, MPP AMO (Association of Municipalities of Ontario) All Ontario Municipalities."

Carried.

Sincerely,

Tammy Thompson
Deputy Clerk
Township of Brudenell, Lyndoch and Raglan



THE CORPORATION OF THE TOWN OF PARRY SOUND
RESOLUTION IN COUNCIL

NO. 2025 – 046

DIVISION LIST

YES NO

DATE: April 15, 2025

Councillor G. ASHFORD
Councillor J. BELESKEY
Councillor P. BORNEMAN
Councillor B. KEITH
Councillor D. McCANN
Councillor C. McDONALD
Mayor J. McGARVEY

MOVED BY:

SECONDED BY:

CARRIED: ☒ DEFEATED: ☐ Postponed to: _____

WHEREAS inclusive, evidence-based scientific research leads to better outcomes for Canadians by ensuring that all voices and experiences are reflected in the development of knowledge, treatments, and innovations;

WHEREAS Canadian municipalities benefit directly from research-informed policies on public health, infrastructure, education, environmental protection, and economic development;

WHEREAS diverse and inclusive research teams have been shown to generate more innovative, practical, and impactful solutions, and yet many equity-deserving groups, including women, remain underrepresented in science and research careers;

WHEREAS inclusive research strengthens our economy, healthcare system, and ability to address national and global challenges;

THEREFORE BE IT RESOLVED that the Council of the Town of Parry Sound supports the national call for stronger federal support for inclusive research that reflects the diversity of Canadian communities;

AND BE IT FURTHER RESOLVED that this resolution be shared with other municipalities in Ontario, the Federation of Canadian Municipalities, and relevant provincial and federal representatives for consideration and support.

Mayor Jamie McGarvey



**TOWNSHIP OF
BRUDENELL, LYNDOCH AND RAGLAN**

42 Burnt Bridge Road, PO Box 40
Palmer Rapids, Ontario K0J 2E0
TEL: (613) 758-2061 · FAX: (613) 758-2235

June 6, 2025

Minister of Children Community and Social Services
438 University Avenue, 7th floor,
Toronto, ON
M7A 1N3

RE: Ontario Works Financial Assistance Rates

Dear Hon. Michael Parsa,

Please be advised that at the Regular Council Meeting on June 4, 2025, Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan passed the following resolution, supporting the resolution from the Prince Edward-Lennox and Addington Social Services Committee.

Resolution No: 2025-05-04-07
Moved by: Councillor Keller
Seconded by: Councillor Banks

"Be It resolved that the Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan support the Prince Edward-Lennox and Addington Social Services Committee resolution regarding Ontario Works Financial Assistance Rates.

And further that this resolution be forwarded to Minister of Children, Community, and Social Services, the Minister of Health, the Minister of Municipal Affairs and Housing, the Association of Municipalities of Ontario, the Ontario Municipal Social Services Association, and all Ontario Municipalities."

Carried.

Sincerely,

Tammy Thompson
Deputy Clerk
Township of Brudenell, Lyndoch and Raglan



April 10, 2025

Re: Ontario Works Financial Assistance Rates

Please be advised that the Prince Edward-Lennox and Addington Social Services Committee, at its meeting held on April 10, 2025, approved the following resolution:

WHEREAS poverty is taking a devastating toll on communities, undermining a healthy and prosperous Ontario, with people in receipt of Ontario Works and Ontario Disability Support Program being disproportionately impacted;

AND WHEREAS the cost of food, housing, medicine, and other essential items have outpaced the highest inflation rates seen in a generation;

AND WHEREAS people in need of social assistance have been legislated into poverty, housing insecurity, hunger, poorer health, their motives questioned, and their dignity undermined;

AND WHEREAS Ontario Works (OW) Financial Assistance rates have been frozen since 2018 (\$733 per month);

AND WHEREAS Ontario Disability Support Program (ODSP) benefit rates have been increased by 6.5 percent as of July 2023 and another 4.5% as of July 2024 to keep up with inflation, however even with the increase, ODSP rates still fall significantly below the disability-adjusted poverty line (\$3,091 per month);

AND WHEREAS OW and ODSP rates do not provide sufficient income for a basic standard of living and, as a result, hundreds of thousands of people across Ontario who rely on these programs live in poverty;

AND WHEREAS designated Service Managers are doing their part, but do not have the resources, capacity, or tools to provide the necessary income and health related supports to people experiencing poverty; and

AND WHEREAS leadership and urgent action is needed from the Provincial Government to immediately develop, resource, and implement a comprehensive plan to address the rising levels of poverty in Ontario, in particular for those on Ontario Works and Ontario Disability Support Programs;



Prince Edward-Lennox & Addington Social Services

95 Advance Avenue

Napanee, ON K7R 3Y5

Tel 613-354-0957 | Fax 613-354-1224

Toll Free 1-866-354-0957

NOW THEREFORE BE IT RESOLVED THAT Prince Edward-Lennox & Addington Committee requests the Provincial Government to urgently:

- 1. Increase Ontario Works rates to match the ODSP rate increases that have already been made and be indexed to inflation;**
- 2. Commit to ongoing cost of living increases above and beyond the rate of inflation to make up for the years they were frozen;**

AND FURTHER THAT a copy of this resolution be sent to the Minister of Children, Community, and Social Services, the Minister of Health, the Minister of Municipal Affairs and Housing, the Association of Municipalities of Ontario, the Ontario Municipal Social Services Association, and all Ontario Municipalities.

Regards,

Sam Branderhorst

Signed with ConsignO Cloud (2025/04/11)
Verify with veriflo.com or Adobe Reader.



Sam Branderhorst, Chair

Prince Edward-Lennox and Addington Social Services Committee

**Cc: Minister of Children, Community, and Social Services
Minister of Health
Minister of Municipal Affairs and Housing
Association of Municipalities of Ontario
Ontario Municipal Social Services Association
All Ontario Municipalities**



The Corporation of the Township of Otonabee-South Monaghan

April 29, 2025

Via Email: premier@ontario.ca

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

Dear Premier Ford:

Re: Proposal to End Daylight Savings Time in Ontario

Please be advised that the Council of the Township of Otonabee-South Monaghan at its meeting on April 28th, 2025 passed the following resolution:

R107-2025

Moved by Councillor Terry Holmes
Seconded by Councillor Mark Allen

Whereas Ontario already has the legislative framework to end the antiquated practice of Daylight Saving Time (DST), as per the Time Amendment Act of 2020: But New York has delayed us for over 4 long years.

And Whereas the Case for Ending DST immediately pertains to clear and present Health and Public Safety concerns: Clock shifts spike heart attacks, accidents, and stress, per the Canadian Society for Chronobiology. Kids lose focus, domestic violence rises, and vulnerable folks—mentally ill, homeless, addicts—face unnecessary strain and relapse risks. Indigenous health gaps deepen as DST clashes with traditions. Standard Time aligns with nature, easing healthcare burdens and healthcare costs.

And Whereas ending DST is a clear and permanent assertion of the economic independence of Ontario: Our new, post tariff economic reality exposes the reliance on New York for our internal policy as outdated. Ontario should look out for Ontarians, and

our sovereignty must be asserted. Quebec already considers the change; so 15 million Ontarians should not continue to wait on NY. Businesses will adapt; citizens will gain stability. Over 100,000 petition voices and 70% of Ontarians agree. Ontario must take the lead, and hopefully NY can eventually follow our lead for the good of their own people.

Therefore be it resolved that we request staff to distribute this communication to all the Municipalities, Chiefs & Councils of Ontario in addition to the Premier of the Govt. of Ontario and urge the Premier to:

1. Amend the Time Amendment Act 2020 to drop New York's contingency, effective immediately.
2. Set permanent Standard Time (EST) from November 2, 2025.

CARRIED.

Yours truly,
Township of Otonabee-South Monaghan



Liz Ross
Deputy Clerk

Sent via Email:
Honourable Doug Ford, Premier of Ontario, premier@ontario.ca
Municipalities of Ontario



INFORMATION REPORT

PREPARED FOR: COMMUNITY SERVICES COMMITTEE

PREPARED BY: WAYNE CHAPUT, CHIEF BUILDING OFFICER/BY-LAW OFFICER

TITLE: UPDATES IN BY-LAW & BUILDING DEPARTMENT

DATE: MONDAY JULY 7, 2025

REPORT NO: R09-25-CORP

BACKGROUND

ANALYSIS AND DISCUSSION

BY-LAW DEPARTMENT:

There are 12 By-law investigations to date. Five for animal control, , three for snow plowing and two for vehicles parked overnight on a street, resulting with 1 parking ticket issued and 1 Notice of Violations being issued. One for a taxi issue resulting in a charge under Part 1 of the Provincial Offences Act, and one for noise.

There are 16 clean yards investigations started to date, resulting in 15 Orders being issued, 9 Orders for long grass and weeds and six Orders for refuse, debris and domestic waste. There are 8 orders that achieved compliance while 3 investigations resulting in having to hire a contractor to carry out all work described in the Orders at the expense of the owners.

The remaining 3 Orders have dates for later in the month. All files for long grass and weeds remain open as only one order per calendar year under Section 2.1 (c) is required.

PROPERTY STANDARDS:

There are 2 Property Standards Investigations to date for 2025. One file was closed and one remains in progress.

EMERGENCY MANAGEMENT:

On June 22nd, 2025 there was a downburst that hit our area resulting in two neighbouring municipalities having to declare emergencies due to fallen trees, washed out roads and power outages. One of those municipalities being Calvin Township asked for the Town of Mattawa's assistance in opening up our Evacuation Centre. Samuel De Champlain Provincial Park was hit the hardest resulting in downed trees over vehicles, tents and trailers trapping most of the campers and leaving the entrance and exit to the Park impossible. Numerous Fire Departments, EMS and OPP were on scene along with volunteers opening up the roads to get to the trapped campers.

At approximately 11:00 pm the Town of Mattawa was in action getting things prepared to open up our Evac Center. At 12:23 am the Canadian Red Cross was contacted and advised the Town was opening the Evac Center and needed cots and other supplies. At approximately 13:45 am the North Bay Fire Chief delivered 50 cots and the Red Cross delivered another 50 cots at around 06:00 am. By 6:30 am we received the first three evacuees from the Park. The evacuees continued to show up to the Center throughout the day and evening by the bus loads.

There were approximately 60 families, 133 people in total from Champlain Park that were checked in and registered by Red Cross. There was approximately another 60 people that came from Kiosk in Algonquin Park. The Royal Canadian Legion supplied breakfasts, and suppers along with other businesses and organizations that supplied food for the workers at the Park and at the shelter. Volunteers from around the community's brought food, drinks, clothing and other supplies as well.

The Mattawa and area residents always come together in an emergency no matter what the emergency is. I am proud to say that I am from Mattawa and very proud of our surrounding communities.

FINANCIAL CONSIDERATION:

RELEVANT POLICY/LEGISLATION:

ATTACHEMENTS

RECOMMENDATION:

That the Corporate Services Committee receives this report.

BE IT RESOLVED THAT the Corporate Services Committee receives Report # R09-25-CORP titled Updates in By-Law & Building Department.



INFORMATION REPORT

PREPARED FOR: CORPORATE SERVICES COMMITTEE

PREPARED BY: MATHEW GARDINER, CHAIR OF CORPORATE SERVICES

TITLE: COUNCIL VACANCY POLICY

DATE: MONDAY JULY 7, 2025

REPORT NO: R10-25-CORP

BACKGROUND

In 2024 the Council for the Town of Mattawa was faced with the resignation of a councillor. After council accepted this resignation and declared the seat to be vacant, the Clerk presented a few options to fill the position. In the end, council chose to accept applications and to host interviews for the position.

ANALYSIS & DISCUSSION

During this process, some councillors expressed a desire to form a council vacancy policy in the future, so as to have one uniform way that the Town of Mattawa Council deals with vacancies going forward. Staff at the time expressed that it had been done a few different ways in the past, and that the practice was not consistent. Council decided that accepting applications and selecting the best candidate was the best way to fill this vacancy, and based on that decision, I found a municipality that is not too far away from us that has recently passed a policy of their own to deal with these situations, that uses a similar process.

At the March 3rd, 2025, meeting the Council Vacancy policy from West Nipissing was presented to the committee. It was directed through resolution that the Chair would share this policy with the remaining members of Council for their thoughts and considerations. This was shared and 1 member responded stating that "I'm fine with just resorting to what is laid out in the Municipal Act. But, if there is an appetite to have a policy, I like what West Ferris has done." Another member submitted their thoughts of which parts we could extract for our policy development, and those were factored into the draft development attached.

FINANCIAL IMPLICATIONS

RELEVANT POLICY/LEGISLATION

Section 263 of the Municipal Act, 2001, S.O. 2001 c. 25
Municipal Elections Act, S.O., 1996, c 32.

RECOMMENDATIONS/RESOLUTION

That the Corporate Services Committee receives this report and directs the Chair to return at the next committee meeting with an updated draft version of the Council Vacancy Policy.

BE IT RESOLVED THAT the Corporate Services Committee receives Report # R10-25-CORP titled Council Vacancy Policy.

AND FURTHER THAT the committee directs the Chair to return at the next Corporate Services Committee meeting with an updated draft version of the Council Vacancy Policy.



THE CORPORATION OF THE TOWN OF MATTAWA
COUNCIL VACANCY APPOINTMENT POLICY

SCHEDULE “A” COUNCIL VACANCY POLICY

1. PURPOSE

The purpose of this policy is to provide an accountable, transparent and consistent process for filling any council vacancy, including the Mayor or Councillor, that occurs.

2. BACKGROUND

2.1 This policy shall apply to any vacancy which occurs during the term of Council.

2.2 In accordance with the Municipal Act, S.O., 2001, c.25, (the “Act”) when a seat of a member of Council becomes vacant, the remaining Council is required to declare the seat vacant and to determine whether the seat will be filled by holding a By-Election or by Appointment. A vacancy occurs on the death or resignation of a member or if a member becomes disqualified from holding office during the term.

2.3 To ensure an accountable and transparent process for filling any vacancy, Council has directed that a policy be adopted to provide a clear understanding of the decision-making process when a vacancy occurs.

3. POLICY STATEMENTS

The Town of Mattawa is committed to an open, accountable and transparent Council, when exercising its responsibility under the Act to fill a vacancy.

3.1 Council will, at the meeting immediately following becoming aware of a vacancy, declare the seat vacant in accordance with Section 262(1) of the Act and shall adopt a resolution to fill the vacancy by appointment.

3.2 Within 60 days following the declaration of the vacant seat, Council shall, pursuant to Section 263(5)(ii) of the Act, adopt a By-Law to appoint an eligible candidate, selected through an established process to fill the vacancy for the remainder of the council term.

4. APPLICATION PROCEDURE

4.1 Immediately following the declaration of vacancy and resolution to fill the vacancy by appointment, the Clerk shall post a Council Vacancy Notice on the Town’s Website, social media pages, and Mattawa Recorder. The notice shall indicate Council’s intention to appoint an individual to fill a vacancy and shall outline the nomination process.

- 4.2 Interested persons will be required to complete a Consent of Nominee form and a Declaration of Qualification (obtained from the Municipal Clerk), provide personal information showing their name and qualifying address within the Town of Mattawa.
- 4.3 Once submitted, the forms will be made available to the public in the same way as a nomination form for a Candidate in a municipal election or by-election and may be included on a Council agenda published on the municipal website.
- 4.4 A deadline will be established for filing the Consent of Nominee and Declaration of Qualification, as determined by Council in consultation with the Clerk.
- 4.5 Individuals who have submitted the necessary forms may appear before Council at a date and time so determined by the Council, and the Clerk will advise all applicants of the established date and time.
- 4.6 The Clerk will create a list of all Candidates and publicly post this list on the Town's website and at the Municipal Office.
- 4.7 The agenda for the meeting shall be set by the Clerk to allow for the orderly proceeding of selecting a Candidate and the agenda shall include a certified list of all Candidates listed in alphabetical order, by last name.
- 4.8 Copies of all application documents will be included with the agenda package for the Appointment Meeting and will be made available as part of the public agenda posted on the Town's website. The agenda shall be published to Members of Council and to the public in the same manner as a Regular or Special Council agenda.

5. FILLING A VACANCY FOR THE POSITION OF MAYOR

- 5.1 Filling the vacancy for the position of Mayor must be filled by a current sitting member of Council, unless after the nomination, no member of Council is interested in filling the position, at which time, the nomination would be open to the public for applications the same way a vacant councillor position would be filled.
- 5.2 Any member of Council wishing to be considered for the appointment to a vacancy for the mayor's position, may do so. That person shall advise the Clerk, in writing, and shall file the necessary documentation, within the stipulated timelines set out in the Council Vacancy Notice.
- 5.3 Any member of Council seeking appointment to the position of Mayor shall declare a conflict of interest.
- 5.4 A vote to fill a vacancy of Mayor by appointment shall occur at an open Council Meeting in accordance with this By-Law;
- 5.5 Upon the successful appointment of a member of Council to the Mayor's position, the now vacant seat of the Councillor shall be filled in accordance with the provisions of this Policy.

6. PROCEDURE AT APPOINTMENT MEETING OF COUNCIL

- 6.1 At the Appointment Meeting which may be at a Regular or Special Meeting of Council, the Clerk shall make a brief statement to outline the purpose of the meeting and the order of proceedings.
- 6.2 The Clerk will provide a list of Candidates who have completed the Consent of Nominee and Declaration of Qualification, and the Chair will call for a motion to consider the Candidates to fill the vacancy, as follows:
- “BE IT RESOLVED THAT the following individuals who have signified in writing that they are legally qualified to hold office and consented to accept the office if they are appointed to fill the vacancy, be considered for appointment to fill such vacancy”
- 6.3 Candidates will be sequestered in an adjacent room until it is their time to answer questions posed by Council. Once a Candidate has answered the questions, they must leave Council Chambers until all Candidate interviews are complete.
- 6.4 At the Appointment Meeting, each Candidate will be afforded an opportunity to address Council, in the language of his or her choice, for a period not to exceed Five (5) minutes. The order of speaking will be alphabetical by last name.
- 6.5 Each member of Council will be allowed no more than two questions to each Candidate
- 6.6 Upon hearing all Candidate submissions, Council will proceed to vote, by way of anonymous ballot vote
- a. The Clerk will read aloud the Candidate’s name and announce the tallies of all votes
 - b. After the first round of voting, if there is a tie between two or more Candidates, the Candidate or Candidate/s who received or tied for the fewest number of votes shall be excluded from consideration.
 - c. The vote will be taken again by the Clerk and, if necessary, more than once, excluding in each successive vote the Candidate or Candidates who receive the fewest number of votes
 - d. In the event the votes cast are equal for the remaining candidates, and no candidates can further be excluded, the Clerk shall put all remaining names in a draw. Once drawn, the name drawn shall be declared the successful Candidate.
- 6.7 A by-law confirming the appointment shall be enacted by Council to appoint the successful Candidate to the office for the remainder of the term and the Clerk will administer the Oath of Office to the successful Candidate.
- 6.8 The Minutes of the Appointment Meeting shall include a full disclosure of all voting results, in any and all voting rounds.



Appendix A

PUBLIC NOTICE

TOWN OF MATTAWA COUNCIL VACANCY

TAKE NOTICE THAT a vacancy exists on the Town of Mattawa Council for one (1) Council Position for _____ [Mayor or Councillor). Council has determined that it wishes to fill this vacancy through **SELECTION BY NOMINATION AND APPOINTMENT** in accordance with the Town of Mattawa Council Vacancy Policy.

The term of this position is from the date of Council appointment for the balance of the Council term until [date of election, 2026.

An applicant for municipal office must be a qualified municipal elector as set out in the *Municipal Elections Act, 1996*. Qualified electors must be:

- 18 years of age or older;
- a Canadian citizen;
- a resident of the Town of Mattawa, or an owner or tenant of land within the Municipality or the spouse of such an owner or tenant; and
- not prohibited from voting under any other Act or disqualified from running for or holding municipal office.

Applicants must complete and submit a Council Vacancy Application package in person to the Clerk, which shall include:

- a Consent of Nominee form and a Declaration of Qualification (obtained from the Municipal Clerk), and
- personal identification showing their name and proof of qualifying address within the Town of Mattawa.

Nominations will be accepted by the Clerk at the Municipal Office during regular business hours until [date and time]. (electronic packages shall not be accepted. Original signatures are required.)

Certified registered Applicants will be afforded the opportunity to address Council for a period of not more than five (5) minutes and then will be asked questions by Council in an open Special Council Meeting to be held on [date and time].

The Council Vacancy Policy and application package are available on the Municipality's website at www.mattawa.ca or at the Municipal Office, 160 Water Street, Mattawa, ON P0H 1V0.

For further information or to complete a Council Vacancy Application package, please contact:

Amy Leclerc, Municipal Clerk
160 Water Street,
Mattawa, ON P0H 1V0
clerk@mattawa.ca

The Town of Mattawa is committed to providing accessible and barrier free accommodations. If such is required during any or all parts of the application process, it will be available upon advance request. This posting is available in an accessible format upon request.



INFORMATION REPORT

PREPARED FOR: CORPORATE SERVICES COMMITTEE

PREPARED BY: MATHEW GARDINER, CHAIR OF CORPORATE SERVICES

TITLE: GOVERNANCE POLICY 3 – PROPOSED CHANGES

DATE: MONDAY JULY 7, 2025

REPORT NO: R11-25-COPR

BACKGROUND

On April 19, 2024 Council formally adopted the Governance Policies and Procedures through By-law # 24-10 and have been using the policies since that time. Governance Policy 3 titled Council Meetings is what is currently used to govern the meetings for Council and it's Committees.

ANALYSIS & DISCUSSION

At the March 3rd Committee meeting, the Clerk presented some proposed changes to fine tune Policy 3 titled Governance Policies and Procedures. The proposed changes were discussed and agreed to at the committee level, and a motion was passed asking the Chair to circulate the proposed changed with members of Council. The changes were circulated, and no changes or comments were made.

The proposed changes included the following,

- 3.1.1 Preparation: The Clerk shall draft the forthcoming agendas for all Council and Committee meetings for the endorsement of the Chair and approval by Council or Committee by:
 - o 1. Emailing all Members of Council one week preceding a next meeting to request agenda items:
 - a. To be returned two days later by 5:00pm and
 - b. In the required format (Appendix 3.1.2)
 - o 2. Emailing all Members of a Committee two weeks preceding a next meeting to request agenda items:
 - a. To be returned 1 week & two days later by 5:00pm and
 - b. In the required format (Appendix 3.1.2)
- 3.1.1 Preparation: The Clerk shall draft the forthcoming agendas for all Council and Committee meetings for the endorsement of the Chair and approval by Council or Committee by:
 - o 6. Distributing the draft agenda and supporting documents by email to the membership by that Thursday, 5:00pm
- Appendix 3.1.2 agenda formats: Council and Committee meeting agenda formats will now mirror each other to include a “new business” & “old business” section in the Committee agendas.
- 3.2.2 Meeting Dates
 - o Regular Meetings of Council: • 6:00pm on the second & fourth Monday of each month except for:

- Only on the second Monday of the month of July, August and December
- Committee of the Whole Shall meet at 6:00pm on the third Monday of each month, excluding July, August and December.
- Standing Committees Shall meet on the first Monday of each month at the following times:
 - Corporate Services Committee at 3:00pm
 - Community Services Committee at 5:00pm

3.2.4 NON-ATTENDANCE Any Member of Council or committee of Council shall, if possible, notify the Clerk, Deputy Clerk or CAO of nonattendance by phone or email through info@mattawa.ca, at least 1 hour before a scheduled meeting.

3.6 MINUTES

Pursuant to their approved agendas, the Clerk shall record:

- The start and end times of meetings, and
- The proceedings in a standard format for Council and Committee meetings, per Appendix 3.6 example minutes
- Each Member's vote when a vote has been called
- ~~The decision on the Tracking System — (App. 3.5.4)~~
- A written notice of motion received during a meeting once declared as read by the Chair.

~~3.13 TRACKING SYSTEM~~

~~Pursuant to Appendix 3.5.4, the Clerk shall work with Council's tracking record by:~~

- ~~• Maintaining a record for each type of meeting on a quarterly basis~~
- ~~• Entering the required data during meetings~~
- ~~• Bringing action items forward for review as "old business" on future agendas~~
- ~~• Noting progress at each review date~~
- ~~• Adjusting review or completion dates as required~~
- ~~• Archiving the record at a quarter's end to start a new record for the forthcoming quarter, and~~
- ~~• Reviewing the records as needed for year-end or end-of-term reports.~~

FINANCIAL IMPLICATIONS

ATTACHMENTS

Policy 3 of the Governance Policies & Report R02-25-CORP

RELEVANT POLICY/LEGISLATION

Bylaw 24-10 Governance Policies & Procedures, Municipal Act, S.O. 2001, C.25

RECOMMENDATIONS/RESOLUTION

That the Corporate Services Committee receives this report directs the Chair to bring forward the attached revised draft version of Policy 3 titled Governance Policies and Procedures to council for final approval and adoption.

BE IT RESOLVED THAT the Corporate Services Committee receives Report # R11-25-CORP titled Governance Policy 3 – Proposed Changes.

AND FURTHER THAT the committee directs the Chair to bring the changes forward to Council for final approval.



INFORMATION REPORT

PREPARED FOR: CORPORATE SERVICES COMMITTEE

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

TITLE: GOVERNANCE POLICY 3 – PROPOSED CHANGES

DATE: MONDAY MARCH 3, 2025

REPORT NO: R02-25-CORP

BACKGROUND

On April 19, 2024 Council formally adopted the Governance Policies and Procedures through By-law # 24-10 and have been using the policies since that time.

Governance Policy 3 titled Council Meetings is what is currently used to govern the meetings for Council and it's Committees.

ANALYSIS & DISCUSSION

There are a few changes that some members of Council and staff would like to see made to the policy. The changes are as follows:

3.1.1 Preparation

The Clerk shall draft the forthcoming agendas for all Council and Committee meetings for the endorsement of the Chair and approval by Council or Committee by:

1. Emailing all Members of Council and Committees one week preceding a next meeting to request agenda items:
 - a. To be returned two days later by 12:00 noon and
 - b. In the required format (Appendix 3.1.2)

The proposed change to 1. Emailing all members of council and committees one week preceding a next meeting...for our committee meetings this does not feel like enough time as there is only one meeting every second month for each committee and to get staff to prepare reports in two days timeframe for 2 months of work seems a bit short. Staff is proposing that for the committees only that changes to 2 weeks notification which allows more time to create reports for our busy staff. Especially since there is a Council meeting every Monday of the month after a committee meeting.

The proposed change to 1. a. to be returned two days later by 5:00 pm. The proposed change is to allow staff and Council more time to submit an agenda item with back up to the Clerk and is currently being used by the Clerk.

3.1.1 Preparation

The Clerk shall draft the forthcoming agendas for all Council and Committee meetings for the endorsement of the Chair and approval by Council or Committee by:

6. Distributing the draft agenda and supporting documents by email to the membership by that Thursday, 4:00pm

The proposed change to 6. to distribute the draft agenda by that Thursday, 4:00 pm. The proposed change is to distribute the agenda by 5:00 pm as this will allow the reviewers time. Most Thursday the agenda is not reviewed until after 3 pm which does not allow the Clerk time

to make the necessary changes and final pdf format to email all of Council with the prepared agenda package. Allowing for the extra time should provide the Clerk time beyond the 4 pm deadline.

3.1.2 Formats

As reflected in [Appendix 3.1.2 agenda formats](#), the Clerk shall ensure draft agendas are proposed in a standard format for the following:

- Council Meetings:
 - Regular
 - Committee of the Whole
 - Special
- Standing Committees Meetings
- Closed Meetings

The proposed change is to the formatting of the Standing Committees agendas. Since there was no formal appendices attached to the By-law but we have been using a set agenda format that was created by the group that reviewed the policies. The regular meeting format, which an example is attached to this report, has a section for New Business and Old Business. The Standing Committees do not have that so if anyone wants to bring up a topic just to speak to it that needs to be done through a report. We are proposing that the Standing Committee agenda mirror the regular meeting agenda. This will allow committee members and staff to bring a topic forward under new business without having to do a report and having a section for old business will allow a subject to be brought back at a later date for discussion or action if it can't be done at the next meeting.

3.2.2 Meeting Dates

Regular Meetings of Council:

- 6:00pm on the second & fourth Monday of each month except for:
 - Only on the second Monday of the month of July, August and December

Committee of the Whole

Shall meet at 6:00pm on the third Monday of each month, excluding July, August and December.

Standing Committees

Shall meet on the first Monday of each month.

The proposed change to 3.2.2 Meeting Dates is for the Standing Committees which meet the first Monday of each month at 6:00 pm as each other meeting. Some members of Council and staff would like to see the changes for each of the Committees separately. The Corporate Services Committee to begin the meeting at 3:00 pm and the Community Services Committee to begin the meeting at 5:00 pm. Currently the members of the Corporate Services Committee have the availability to begin earlier and this will allow staff to be present during working hours, which will eliminate any overtime hours banked by staff.

3.2.4 NON-ATTENDANCE

Any Member of Council or committee of Council shall, if possible, notify the Clerk of non-attendance by email through info@mattawa.ca, 24 hours before a scheduled meeting.

The proposed change is to add to this section. While it is good for members to advise the Clerk within 24 hours of the meeting it is not always possible. Further when members are absent the Clerk is rarely notified of this which could prevent a meeting from being started and ended due

to no quorum. At this time we are asking to have any time of absence sent to either the Clerk, Deputy Clerk or CAO by either email or phone call. If we are advised even at say 5:00 pm when the meeting is at 6:00 and know there will be no quorum we can call the members of Council and cancel the meeting at that time instead of staff and Council showing up to a meeting we know will not go past the 15 minutes.

3.6 MINUTES

Pursuant to their approved agendas, the Clerk shall record:

- The start and end times of meetings, and
- The proceedings in a standard format for Council and Committee meetings, per Appendix 3.6 example minutes
- Each Member's vote when a vote has been called
- The decision on the Tracking System – (App. 3.5.4)
- A written notice of motion received during a meeting once declared as read by the Chair.

The proposed change is to bullet number 4, the decision on the tracking system. The proposal is to remove this tracking system. The Clerk has not been using this as it is doubling the work of putting the decision in the minutes then turning around and putting it in a tracking system. When a decision is not made at the Council table it is noted in the minutes to be brought back to Council through the Old Business section.

3.13 TRACKING SYSTEM

Pursuant to Appendix 3.5.4, the Clerk shall work with Council's tracking record by:

- Maintaining a record for each type of meeting on a quarterly basis
- Entering the required data during meetings
- Bringing action items forward for review as "old business" on future agendas
- Noting progress at each review date
- Adjusting review or completion dates as required
- Archiving the record at a quarter's end to start a new record for the forthcoming quarter, and
- Reviewing the records as needed for year-end or end-of-term reports.

The proposed change is to remove this section completely. As stated above marking the information in the minutes and then again on a tracking system is double the work for staff.

All the proposed changes would simplify both Council and staff since there is a meeting each Monday of the month.

FINANCIAL IMPLICATIONS

RELEVANT POLICY/LEGISLATION

Bylaw 24-10 Governance Policies & Procedures, Municipal Act, S.O. 2001, C.25

ATTACHMENTS

Policy 3 of the Governance Policies

RECOMMENDATIONS/RESOLUTION

That the Corporate Services Committee receives Report number R02-25-CORP and distributes the recommended changes to Council for further discussion.

BE IT RESOLVED THAT the Corporate Services Committee receives Report # R02-25-CORP titled Governance Policy 3 – Proposed Changes.

AND FURTHER THAT the committee direct the Chair to provide the recommended changes to all of Council and request input back to the Chair for a final report to be provided to the committee at the next meeting.



INFORMATION REPORT

PREPARED FOR: CORPORATE SERVICES COMMITTEE

PREPARED BY: MATHEW GARDINER, CHAIR OF CORPORATE SERVICES

TITLE: COUNCIL REMUNERATION POLICY

DATE: MONDAY JULY 7, 2025

REPORT NO: R12-25-CORP

BACKGROUND

On February 6th, 2023, Council unanimously approved Bylaw 23-04 titled Remuneration for Members of Council. In adopting this bylaw, council members received a raise that was reflective of approximately the median payrate for council members in our region, but also changed the pay structure to being 50% based on attendance of council meetings.

ANALYSIS & DISCUSSION

Since this time, at various points, Council members, staff & constituents have raised concerns about the bylaw.

On January 6th, 2025, the current version of the Bylaw was brought forward to this committee for discussion and at that time it was decided that members would bring forward their recommendations to the next Corporate Services Meeting, where the committee would discuss all proposed changes. The chair was also to reach out to other councillors to invite their feedback so the committee could consider those comments before completing a final draft copy to bring to Council.

On March 3rd, 2025, some members of this committee and Council submitted their proposed changes and/or comments beforehand to be included in the agenda for the Corporate Services Meeting. During this meeting this topic was discussed at length and all at the table was able to come to agreement on all the changes proposed.

FINANCIAL IMPLICATIONS

ATTACHMENTS

Draft Schedule A – Council Remuneration Schedule

RELEVANT POLICY/LEGISLATION

Bylaw 23-04 Renumeration for Members of Council, Municipal Act, S.O. 2001, C.25

RECOMMENDATIONS/RESOLUTION

That the Corporate Services Committee receives this report and directs the Chair to bring forward the attached draft version of Schedule “A” titled Council Remuneration Schedule (Bylaw 23-04) to council for final approval and adoption.

BE IT RESOLVED THAT the Corporate Services Committee receives Report # R12-25-CORP titled Council Remuneration Policy.

AND FURTHER THAT the committee directs the Chair to bring the draft Schedule "A" titled Council Remuneration Schedule forward to Council for final approval.

Schedule "A" to By-law No. 25-__

Council Remuneration Schedule

1. The annual honourarium for members of Council for the Corporation of the Town of Mattawa shall be established according to the following table. This remuneration shall be the total remuneration received by members of Council for performing their duties as Council members which includes attending all Council meetings and meetings with local agencies, boards, and commissions as a Council representative. This remuneration is exclusive of any remuneration paid by external agencies, boards, and commissions.

Position	2025 Rate effective January 1, 2025	2026 Rate effective January 1, 2026	2027 Rate effective January 1, 2027	2028 Rate effective January 1, 2028	2029 Rate effective January 1, 2029	2030 Rate effective January 1, 2030
Mayor	\$16,646	\$16,979	\$18,906	\$19,144	\$19,387	\$19,635
Deputy Mayor	\$12,485	\$12,735	\$12,906	\$13,144	\$13,387	\$13,635
Councillor	\$11,444	\$11,673	\$11,906	\$12,144	\$12,387	\$12,635

2. The annual honourarium shall be disbursed as follows:
 - a) 50% annual honourarium shall be paid bi-weekly in accordance with the municipality's bi-weekly payroll schedule.
 - b) The remaining 50% of the annual honourarium shall be paid on a monthly basis (1st pay period of each month) and based on attendance at Council meetings from the previous month (including all meetings of any Committee of Council).
3. Appointment to Non-Council Committees
 - a. Members appointed to non-council committees (i.e. Museum, Police Services Board, NBMCA, Library, VMUTS, Foodbank, Physician Recruitment etc) shall give priority to the Council of the Town of Mattawa in the event of scheduling conflicts.
 - b. Appointees shall be compensated for mileage and other reimbursements for attending non-council committee meetings in accordance with the Town's Municipal Travel Expense Policy or to the amount provided by the non-council committee, whichever is greater, but not both.

For greater clarity, when an amount received from a non-council committee is less than the amount provided by the Town of Mattawa, the member can claim the amount provided by the Town of Mattawa less the amount received from the non-council committee,

4. A monthly cell phone allowance for the Mayor shall be payable at 100%.

5. That per diem rates while attending meetings or attending training for municipal business outside of the municipal boundaries (**further defined as distances greater than 25km from Townhall**), that has been approved by resolution of the Council of the Corporation of the Town of Mattawa, be established according to the following table.

Length of Function	Per Diem Rate
Half day meeting (under 4 hours)	\$75.00
Full day meeting (over 4 hours)	\$150.00
Multiple days/overnight stay (Conferences/seminars)	\$200.00 per day

Travel expenses incurred while away on municipal business will be reimbursed in accordance with the "Municipal Travel Expense Policy"

When non-council committees provide per diem rates, a council member shall be entitled to the Town of Mattawa per diem rate or the per diem rate provided by the non-council committee, whichever is greater, but not both.



INFORMATION REPORT

PREPARED FOR: MEMBERS OF CORPORATE SERVICES COMMITTEE

PREPARED BY: MATHEW GARDINER, CHAIR OF CORPORATE SERVICES

TITLE: CAO/TREASURER PERFORMANCE EVALUATION

DATE: MONDAY JULY 7, 2025

REPORT NO: R13-25-CORP

BACKGROUND

During the Winter/Spring of 2023 Council solicited the services of Andre Clement from Integrity Management Consulting Group to perform an Operational Review for the Town of Mattawa. On July 21, 2023, Mr. Clement completed his review and provided a copy to all members of council.

In his findings, Mr. Clement mentions an “Absence of a performance evaluation program” within the Town of Mattawa. In most cases, as found by sampling 7 personnel files, staff had no performance reviews completed. Many employees also made it known to Mr. Clement that performance evaluations would be welcomed. It was also noted that no performance evaluations were ever completed with the CAO/Treasurer.

ANALYSIS & DISCUSSION

As established in our Standing Committees portfolios, the CAO/Treasurer’s Performance Evaluation (Sub-headed under Human Resources) falls under the responsibilities of the Corporate Services Committee. As our CAO/Treasurer has yet to receive an appraisal I believe it to be fair to both parties to complete an official performance evaluation with Mr. Laperriere based on the employment term and then commit to completing one every 12 months beyond that.

For the Committee’s consideration and keeping in mind what was submitted last meeting in regards to the CAO Performance Evaluation Toolkit provided by CARA (Canadian Association of Municipal Administrators) I have attached Appendices A,B & C from the Town of Milton’s CAO Performance Evaluation Policy for this committee to review and return with comments before the next Committee meeting. The goal is to have a policy, and template in place to complete an appraisal before December 31st, 2025.

FINANCIAL IMPLICATIONS

RELEVANT POLICY/LEGISLATION

ATTACHMENTS

Town of Milton’s CAO Performance Evaluation Policy Inserts

RECOMMENDATIONS/RESOLUTION

That the Corporate Services Committee receives this report.

BE IT RESOLVED THAT the Corporate Services Committee receives Report # R13-25-CORP titled CAO/Treasurer Performance Evaluation.

POLICY: CAO Performance Review	POLICY NO.: E-5
SECTION: Professional Development	NO. OF PAGES: 4
EFFECTIVE DATE: February 8, 2021	REVISED:

Purpose

To provide a structured process to set clear objectives of the CAO, enable on-going feedback on the CAO's performance, support open communication between Members of Council and the CAO and serve as a basis for compensation adjustments. Performance review should be a year-round process rather than an annual exercise.

The performance review process should:

- Ensure clarity of CAO position expectations and competencies;
- Provide a two-way communication forum for the CAO and Council to formally discuss corporate performance and the relationship between administration and the municipality;
- Set objectives and criteria for the CAO based on the strategic plan/Council priorities;
- Set out a timeline for regular and on-going feedback of CAO performance and goal progress;
- Provide a tool to evaluate performance against the established criteria;
- Clearly outline how the performance review is to be conducted; and
- Define the alignment between compensation adjustments and performance results.

Scope

This policy applies to the position of Chief Administrative Officer (CAO) and is administered by Members of Council.

5.1 CAO Position Expectations and Setting Expectations

The performance review is an ongoing process based on evaluating the CAO's performance using measurable criteria in alignment with Council priorities, position expectations and competencies. The following documents should be used to guide the

development of the performance tool, the establishment of goals and evaluation of performance:

- CAO By-law
- Strategic Plan and/or Annual Work Plans
- Employee Code of Conduct

5.2 Performance Review Process

Step 1: Development of Performance Objectives/Goals

At the beginning of the performance cycle, performance objectives will be established that align with the Town's Strategic Plan and/or annual work plans. This will be a joint process between the CAO and Council and will include the identification and development of professional development goals as applicable, and take place in a closed session meeting. The performance cycle is defined as the calendar year.

The performance objectives will be presented to Council for approval prior to the end of the first quarter of the calendar year. In the event that the appointment of a new CAO occurs mid-year, the performance objectives will be established and approved by Council before the last quarter. Should the appointment of a new CAO occur in the last half of the calendar year, no formal performance review will take place that year.

The performance objectives should be established using the S.M.A.R.T. goal methodology (Specific, Measurable, Assignable, Realistic, Time-related).

Step 2: Progress update

The CAO will provide regular updates informing Council on the progress of the established performance objectives. These updates will take place on an informal basis and will include dialogue around successes, barriers to success or a recommendation to change a performance objective as a result of a shift in strategic priorities. Any formal changes to the established performance objectives require a closed session Council meeting and must be approved by Council.

Step 3: The Year-end performance review

Council's involvement in the formal performance review process will commence in December of each year, except when it is the last year of a Council term, at which time the review will be completed prior to the end of the Council term.

Human Resources will provide Council with a CAO performance review orientation during the first year of the Council term and as requested by Council thereafter.

CAO's Role

Human Resources will initiate the performance review in early November by providing the CAO with a performance review package including:

- CAO By-law
- Employee Code of Conduct
- Strategic Plan and/or annual work plans
- Performance Review Policy
- Performance Evaluation Form and Tools
- Any other relevant materials

The CAO will prepare a self-assessment using the Performance Evaluation Form. Before doing this, the CAO should review the guiding documents noted herein, in addition to any other relevant documents created throughout the year applicable to the assessment, including progress updates.

The CAO will forward the completed self-assessment to Council, including any relevant documents the CAO deems appropriate for the purpose of the review.

Council's Role

The Performance Evaluation Form and tool will be circulated to each member of Council by the first week of December of a non-election year, along with any other relevant documents, to be completed individually. During an election year, these documents will be circulated at least one month before the performance review meeting.

Each Council member is responsible for filling out the form; full participation of each Member of Council is required. Council will use the definitions outlined in the performance review tool to measure performance in each area by assigning a numerical rating. The numerical ratings are defined within the accompanying performance rating tool. Members of Council may add a brief comment to support each rating.

The completed Performance Evaluation Forms are to be forwarded to the Director, Human Resources before the end of December by each Member of Council. The numerical rating assigned by each Member of Council will be averaged in each category, resulting in an averaged overall performance review rating. The Director, Human Resources will combine and summarize Council's comments, focusing on common themes and areas requiring improvement. The Mayor and Budget Chair will assess the averaged performance rating and make an adjustment if they are in agreement that the average result does not properly reflect overall performance. The summary and final performance rating will be included in a final performance review report which will be circulated to Council in advance of a closed session meeting of

Council. The CAO is provided with the final performance review report in advance of this meeting.

Performance Review Meeting

The performance review meeting is to be held in confidential session and should include the CAO, all members of Council, Director, Human Resources and/or designated Clerk.

The meeting itself should be a conversation between the CAO and Council discussing the final performance review, with a constructive focus on successes, opportunities for improvement and professional development opportunities. The CAO and Council should be approaching these meetings as a further opportunity to enhance the relationship between the parties.

New proposed performance objectives should be discussed in this meeting for the following performance cycle. It is recommended that all parties come prepared with strategic goals that continue to link the CAO's performance objectives with the strategic plan and priorities of Council.

The Mayor and CAO will sign off on the final performance review, with a copy to Human Resources to process any related compensation adjustments and to file in the CAO employee file.

5.3 Compensation Adjustments

The performance review provides a mechanism to align CAO compensation adjustments to performance. In order to maintain internal equity, consistency, transparency and fiscal accountability, CAO compensation will be administered in accordance with the applicable sections of the Corporation's non-union Salary Administration Policy, which is subject to change from time-to-time.

5.4 Assessment Tools

Review of Performance Evaluation Form and Tools

The performance review process, including the form and related tools are to be reviewed as deemed necessary by Council.

If it is determined by Council that changes to the performance review process, form or tool are required, Council will inform the CAO and Human Resources of such. Human Resources will recommend changes based on Council direction and bring a revised process/form/tool to Council for approval.

APPENDIX B

CAO Performance Evaluation Form

CAO Name:		Review Period
Member of Council Name:		

CAO Goals and Key Results for the Review Period

[illegible]

CAO Core Review Elements

Leadership and Staff Effectiveness	
Summary of Required Performance/Behaviour	Comments (optional)
<ul style="list-style-type: none"> - Demonstrates positive leadership through communication, accessibility and a shared vision. - Leads the establishment of business plans and priorities to ensure Council's vision and direction is implemented. - Supports a workplace that is ethical, safe, inclusive and respectful. - Demonstrates successful leadership through the achievement of results and performance of the Strategic Management Team. - Demonstrates a personal orientation towards action, resists status-quo and removes barriers that delay progress towards goals. - Strategically plans and initiates long term goals and changes to ensure organization is responsive to diversity and change. 	
Rating (0 -4)	

Fiscal Accountability and Financial Management	
Summary of Required Performance/Behaviour	Comments (optional)
<ul style="list-style-type: none"> - Effectively manages and optimizes human, financial and physical resources. - Promotes fiscal discipline and accountability. - Ensures the establishment of fiscal policies and their management. - Leads the preparation and presentation of operating and capital budgets and long term financial plans. - Ensures effective processes are in place for capital budget priority setting, maintenance and funding of critical infrastructure and identification of funding gaps. - Ensures the organization is well positioned to access funding opportunities from other levels of government. 	
Rating (0 -4)	

Positive Relationship Building & Communication	
Summary of Required Performance/Behaviour	Comments (optional)
<ul style="list-style-type: none"> - Demonstrates a high degree of interpersonal skills, tact and diplomacy. - Maintains ongoing contact and dialogue with members of Council and various stakeholders regarding key issues. - Provides comprehensive advice to Council, Council committees and community stakeholders/partners. - Promotes an organizational environment that is open to alliances and attracting partnerships. - Establishes, builds and maintains strong and reciprocal relationships and a network of contacts. - Demonstrates the ability to adapt and tailor communication methods appropriate to a variety of audiences. 	
Rating (0 -4)	

Innovation and Change Management	
Summary of Required Performance/Behaviour	Comments (optional)
<ul style="list-style-type: none"> - Enhances corporate performance by being creative, promoting new ideas and introducing new solutions or processes. - Demonstrates and encourages behaviour throughout the organization that supports innovation, continuous improvement and creative problem solving. - Demonstrates the ability to initiate, facilitate and implement change. - Fosters a work culture that encourages innovation. - Leverages technology and ensures incorporated appropriately and facilitates continuous improvement. 	
Rating (0 -4)	

Service Delivery & Accountability	
Summary of Required Performance/Behaviour	Comments (optional)
<ul style="list-style-type: none"> - Leads continuous improvement throughout the organization. - Supports Council in developing plans and initiatives to promote and serve community interests. - Ensures actions taken and results achieved are consistent with the values and environment desired by residents. - Provides clear direction, appropriate tools, resources and authority to support success. - Creates a work environment that encourages responsibility and decision making at all levels by sharing authority and removing barriers to creativity. - Conducts regular reviews of and assessments of the programs, services and organizational structure to evaluate effectiveness and ensure adequate measurement systems are in place. 	
Rating (0 -4)	

Additional Comments

Sign off	
Member of Council Signature	Date

Please confidentially email or hand deliver a signed copy of this form to Director, Human Resources.

Note: (Final overall rating form will have Mayor and CAO signature and another form will be labeled Self-Assessment for the CAO to complete as well).



CAO Performance Review Rating Scale Guide

Core Review Elements	
Rating	Rating Description
0	Unsuccessful. Does not meet any of the expectations associated with this review element. Immediate and substantial improvement is necessary.
1	Poor. Rarely meets the performance standards. Immediate improvement is required.
2	Developing. Demonstrates basic competency in most areas, however, there are areas that require improvement or further training. This rating may apply for a CAO new to the role that is still learning.
3	Fully Successful. Demonstrates sound performance that meets the expectations of this review element. Occasionally exceeds expectations.
4	Exceptional. Exceeds all performance expectations associated with this review element with high frequency.

**Half point ratings may be awarded, up to a maximum of 4.0.*

Goals	
Rating	Rating Description
0 - 1	Poor. Most or all expectations around key deliverables not met.
2	Below Average. Some key deliverables met, but did not fully meet expectations.
3	Fully Successful. Key deliverables of goal met.
4	Exceptional. Exceeded expectations in all goal key deliverables.

**Half point ratings may be awarded, up to a maximum of 4.0.*

Rating Scale Weighting Distribution	
Core Review Elements	Goals
40%	60%



CAO GOAL SETTING FORM



CAO Name:		
Date:		
Revised Date(s):		

Council Priority	CAO Goal (SMART)	Key Expected Outcomes	Timelines & Target Dates

PROFESSIONAL DEVELOPMENT GOALS

Skill / Competency Development	Conference / Training Program Recommended	Purpose / Desired Outcome

Sign off			
CAO Signature	Date	Mayor Signature	Date

A copy of this form is to be submitted to Human Resources at the beginning of the performance review period

DATE: MONDAY JULY 7, 2025

13.1

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

MOVED BY COUNCILLOR _____

SECONDED BY COUNCILLOR _____

BE IT RESOLVED THAT the July 7, 2025 meeting adjourn at _____ p.m.