



**CORPORATE SERVICES COMMITTEE
MEETING AGENDA
MONDAY MARCH 3, 2025 AT 6:00 P.M.**

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

**Zoom Meeting Access: 1-647-374-4685
Meeting ID Code: 871 0409 6506
Passcode: 879124**

- 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 March 3, 2025 be adopted
- 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
 - That Council adopt the January 6, 2025 minutes
- 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
 - 8.2 Township of Uxbridge – Implementation of Buy Canadian Policy
 - 8.3 AMO – Weekly Provincial Election Tracking Update
 - 8.4 Municipality of South Huron – TAPMO Letter Regarding Pre-Budget Announcement
 - 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

- 9.2 Report # R03-25-CORP – Fireworks Within the Town of Mattawa
Prepared by Wayne Chaput, Chief Building Official/By-Law Enforcement Officer
- 9.3 Report # R04-25-CORP – Renumeration Policy
Prepared by Mathew Gardiner, Chair of Corporate Services Committee
- 9.4 Report # R05-25-CORP – Updates in Finance, HR & General Government
Prepared by Paul Laperriere, CAO/Treasurer
- 9.5 Report # R06-25-CORP – Council Vacancy Policy
Prepared by Mathew Gardiner, Chair of Corporate Services Committee
- 9.6 Report # R07-25-CORP – Technology Update
Prepared by Dexture Sarrazin, Director of Community Services
- 9.7 Report # R08-25-CORP – Updates in By-Law & Building Department
Prepared by Wayne Chaput, Chief Building Official/By-Law Enforcement Officer

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

11. Return to Regular Session

11.1 That the committee return to regular session

12. Motions Resulting from Closed Session

13. Adjournment

13.1 Adjournment of the meeting

- That the March 3, 2025 meeting adjourn at _____ p.m.

DATE: MONDAY MARCH 3, 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 March 3, 2025 be adopted.

THE CORPORATION OF THE TOWN OF MATTAWA

The minutes of the Corporate Services Committee Meeting held Monday January 6, 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

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 Clerk at 6:00 p.m.

1.1 To appoint a Chair of the Corporate Services Committee

Resolution Number 01-25-CORP

Moved by Councillor Laura Ross
 Seconded by Councillor Garry Thibert

BE IT RESOLVED THAT the Corporate Services Committee appoints Councillor Mathew Gardiner as Chair of the committee.

CARRIED – unanimous

1.2 To appoint a Vice Chair of the Corporate Services Committee

Resolution Number 02-25-CORP

Moved by Councillor Garry Thibert
 Seconded by Deputy Mayor Mathew Gardiner

BE IT RESOLVED THAT the Corporate Services Committee appoints Councillor Laura Ross as Vice Chair of the committee.

CARRIED – unanimous

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 03-25-CORP

Moved by Councillor Garry Thibert
Seconded by Councillor Laura Ross

BE IT RESOLVED THAT the agenda dated Monday January 6, 2025 be adopted.
CARRIED – unanimous

4. Disclosures of a Conflict of Interest

5. Adoption of Minutes

5.1 Regular Meeting of January 29, 2024

5.2 To adopt the minutes as presented or amended

Resolution Number 04-25-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 29, 2024.

CARRIED – unanimous

6. Presentations and Delegations

7. Notice of Motions

8. Correspondence

8.1 Municipality of Wawa – Support for Ontario Building Code Changes

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

9. Committee Reports

9.1 Council Remuneration – Report # R01-25-CORP - Committee Member Mathew Gardiner

Resolution Number 05-25-CORP

Moved by Councillor Garry Thibert
Seconded by Councillor Laura Ross

BE IT RESOLVED THAT the Corporate Services Committee receives Report # R01-25-CORP titled Council Remuneration.

AND FURTHER THAT the report be brought back at the next Corporate Services meeting for further discussion.

CARRIED – unanimous

10. In Camera (Closed) Session

11. Return to Regular Session

12. Motions Resulting from Closed Session

13. Adjournment

13.1 Adjournment of the meeting

Resolution Number 06-25-CORP

Moved by Councillor Garry Thibert

Seconded by Councillor Laura Ross

BE IT RESOLVED THAT the January 6, 2025 meeting adjourn at 6:34 p.m.

CARRIED – unanimous

Chair

Clerk

DATE: MONDAY MARCH 3, 2025

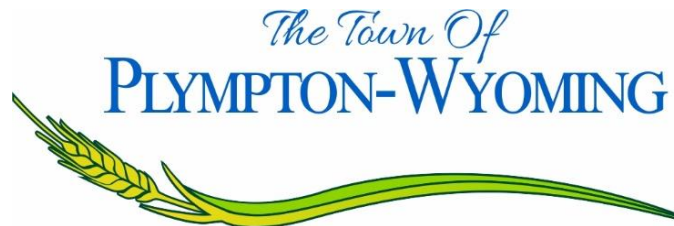
5.2

**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 January 6, 2025.



Hon. Doug Ford
Premier@ontario.ca

Hon. Stephen Lecce
Stephen.Lecce@pc.ola.org

Hon. Peter Bethlenfalvy
Peter.Bethlenfalvy@pc.ola.org

Bob Bailey
bob.baileyco@pc.ola.org
(sent via e-mail)

January 9th, 2025

Re: Property Taxation Implications Related to Non-Market Valuation of Electricity Industry Properties

Please be advised that the Council of the Town of Plympton-Wyoming, at its Regular Council meeting on January 8th, 2025, passed the following motion supporting the resolution from the Municipality of Kincardine regarding Property Taxation Implications Related to Non-Market Valuation of Electricity Industry Properties:

Motion #14

Moved by Bob Woolvett

Seconded by John van Klaveren

That Council support correspondence item 'g' from the Municipality of Kincardine regarding Property Taxation Implications.

Carried.

If you have any questions regarding the above motion, please do not hesitate to contact me by phone or email.

Sincerely,

Ella Flynn
eflynn@plympton-wyoming.ca
Executive Assistant – Deputy Clerk
Town of Plympton-Wyoming

Cc: Association of Municipalities of Ontario
All Ontario Municipalities

Council Meeting

Motion # 12/11/24 - 02
Title: Property Taxation Implications Related to Non-Market Valuation of Electricity Industry Properties, CAO General-2024-33
Date: Wednesday, December 11, 2024

Moved by: Rory Cavanagh
Seconded by: Beth Blackwell

Whereas the Municipality of Kincardine is a proud host community of the Bruce Nuclear Generating Site where Bruce Power generates 30% of Ontario's electricity needs; and

Whereas two decades ago the Province of Ontario adopted a property tax assessment model that continues to apply to Ontario's nuclear generation facilities; and

Whereas the Province assessment model includes non-market property valuation for electricity generating properties; and

Whereas the Municipality of Kincardine undertook a study in 2024 which has shown that the Provincial assessment model is compromising fairness and shifting the tax burden away from the electricity industry properties and onto the broader property tax base within the host community; and

Whereas the study demonstrated that this is primarily attributable to the assessed value of the subject properties being held almost static over several reassessment cycles, resulting from the Provincially prescribed rules for electricity generating, transmission and distribution properties; and

Whereas the Provincial model results in a disparity between the continuously updated market values assigned to the majority of properties and the static, non-market-based formula applied to electricity industry properties means that the tax burden shifts onto non-industry taxpayers; and

Now Therefore be it Resolved That municipal staff be directed to send communication to the Premier of Ontario, Minister of Energy and Electrification, the Minister of Finance, and the local MPP, to request that the Province undertake an immediate review and update the property tax assessment model for Ontario's nuclear generation facilities and other properties within the electricity industry, and copy the Association of Municipalities of Ontario and all Ontario Municipalities.

Carried.

Jennifer Lawrie

Clerk



The Corporation of the

**Township
of
Uxbridge**

In The Regional Municipality of Durham

Town Hall
51 Toronto Street South
P.O. Box 190
Uxbridge, ON L9P 1T1
Telephone (905) 852-9181
Facsimile (905) 852-9674
Web www.uxbridge.ca

SENT VIA E-MAIL

February 14, 2025

Premier Doug Ford
Legislative Building, Queen's Park
Toronto, Ontario, M7A 1A1
premier@ontario.ca

**RE: IMPLEMENTATION OF "BUY CANADIAN" POLICY
TOWNSHIP FILE: A-00 G**

Please be advised that during the regular meeting of the General Purpose and Administration Committee of February 3, 2025, the following motion was carried:

THAT the Administration and Special Projects Committee receive Report CAO-04/25 regarding the implementation of "Buy Canadian" Policy;

AND THAT the Policy remain in place until such time as there is clear indication from the Provincial and Federal Governments that trade relations have been normalized;

AND THAT the Policy be forwarded to all municipalities in Ontario requesting they implement similar policies;

AND THAT the Policy be forwarded to AMO and ROMA;

AND THAT the Policy be forwarded to the Premier of Ontario, MP O'Connell, all Durham MPP's and appropriate Provincial Ministers;

AND THAT the Policy be forwarded to all Township Committee Chairs for information;

AND THAT Committee support this Policy in principle;

AND THAT the final document be run through the CAO's office for final approval.

I trust you will find the above to be satisfactory.

Yours truly,


Emily Elliott
Deputy Clerk
/ljr

cc: Honourable Jennifer O'Connell, MP
Honourable Peter Bethlenfalvy, MPP (peter.bethlenfalvy@pc.ola.org)
Minister of Finance (Minister.fin@ontario.ca)
Minister of Public and Business Service Deliver (todd.mccarthy@ontario.ca)
AMO (amo@amo.on.ca)
ROMA (roma@roma.on.ca)
All Ontario Municipalities

REPORT

Office of the Mayor

TO: Finance and Emergency Services Committee

FROM: Mayor Dave Barton

DATE: February 3, 2025

REPORT: 04/25 **FILE NO.:**

SUBJECT: Implementation of “Buy Canadian” Policy

BACKGROUND:

The purpose of this report is to seek Committee’s approval for the adoption of a “Buy Canadian” policy. This policy will prioritize Canadian suppliers and manufacturers for municipal procurement, encourage diversification of non-U.S. sources, and establish oversight mechanisms for any significant expenditures involving U.S. manufacturers. This initiative aligns with our commitment to supporting federal and provincial leaders, Canadian farmers, manufacturers, and the sovereignty of Canada. This policy shall work in tandem with the Township of Uxbridge’s procurement policy.

DISCUSSION:

1. Prioritization of Canadian Suppliers:

Staff will be directed to prioritize the purchase of goods and services from Canadian manufacturers and suppliers whenever possible. This policy aims to bolster the Canadian economy, support local businesses, and contribute to sustainable procurement practices.

2. Non-U.S. Alternatives:

In situations where Canadian products or services are unavailable, staff will seek suppliers from countries other than the United States. This approach will diversify our supply chain, reduce dependency on U.S. manufacturers, and promote broader international trade relationships.

3. Approval Requirements for U.S. Purchases:

To ensure transparency and fiscal responsibility, the following approval thresholds will apply to any purchases from U.S. manufacturers:

- **Expenses Over \$1,000:** Any purchase exceeding \$1,000 must be approved by the Chief Administrative Officer (CAO), in consultation with the mayor and council as appropriate.

4. Support for Canadian Sovereignty:

This policy demonstrates our municipality’s commitment to supporting federal and provincial leaders in their efforts to strengthen the Canadian economy. By prioritizing Canadian products, we are actively supporting:

- **Canadian farmers and agricultural producers**, ensuring the continued vitality of rural communities and food security.
- **Local and national manufacturers**, promoting job creation and innovation within Canada.
- **The sovereignty of Canada**, by reducing reliance on foreign suppliers and fostering economic independence.

ALIGNMENT TO STRATEGIC PRIORITIES:

- **Good Governance:** Ensuring fiscal responsibility and transparency in procurement practices.
- **Economic Development:** Supporting local businesses, farmers, and manufacturers while contributing to Canada's economic sovereignty.
- **Sustainability:** Encouraging environmentally responsible and locally sourced procurement decisions.

RECOMMENDATION:

THAT Report CAO-04/25 of Mayor Dave Barton be received for information;

AND THAT Committee direct staff to implement the "Buy Canadian" policy as outlined in this report;

AND THAT any purchases from U.S. manufacturers exceeding \$1,000 require CAO approval.

AND THAT a copy of Report CAO-04/25 be forwarded to the Finance and Emergency Services Committee for consideration.

AND THAT this policy will be in place until such time as there is clear indication from the Province and Feds that trade relations have been normalized.

AND THAT this policy be forward to all municipalities in Ontario and request they implement similar policies.

AND THAT this policy be forwarded to AMO and ROMA.

AND THAT this policy be forwarded to the Premier of Ontario, MP O'Connell, Durham MPP's and appropriate Provincial ministers.

AND THAT we collaborate with North Durham Chamber of Commerce to implement the policy outlined above.

Respectfully Submitted by:

Mayor Dave Barton

From: [AMO Policy](#)
To: [Amy Leclerc](#)
Subject: AMO Policy Update - Weekly Provincial Election Tracking Update
Date: Tuesday, February 25, 2025 3:56:17 PM



AMO Policy Update – Weekly Provincial Election Tracking Update

AMO is currently tracking provincial election commitments made public that relate to AMO's election advocacy on their website. Please consult each party's website and local candidate communications for full party commitments.

Updates from this week include:

- The Progressive Conservative Party released their platform and costing which included key commitments in each of AMO's priority areas.

Our [election tracking webpage](#) has been updated with new commitments. Election Day in Ontario is this Thursday, February 27, 2025.

This policy update is also available on [AMO's Website](#).

*Disclaimer: The Association of Municipalities of Ontario (AMO) is unable to provide any warranty regarding the accuracy or completeness of third-party submissions. Distribution of these items does not imply an endorsement of the views, information or services mentioned.

Association of Municipalities of Ontario

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**CORPORATION OF THE MUNICIPALITY OF SOUTH HURON**

322 Main Street South P.O. Box 759

Exeter Ontario

N0M 1S6

Phone: 519-235-0310 Fax: 519-235-3304

Toll Free: 1-877-204-0747

www.southhuron.ca

January 15, 2025

Via email: Peter.Bethlenfalvy@pc.ola.org

Ministry of Finance
Frost Building South
7th Floor
7 Queen's Park Crescent
Toronto, ON M7A 1Y7

Dear Peter Bethlengalvy,

Re: TAPMO Letter Regarding Pre-Budget Announcement

Please be advised that South Huron Council passed the following resolution at their January 13, 2025 Regular Council Meeting:

Motion: 15-2025

Moved: M. Vaughan

Seconded: T. Oke

Whereas the Ministry of Finance has introduced a one-time \$7 million reduction in education taxes in 2024, a subsidy that will be absorbed by the province through a 95% reduction in education taxes—marking the first such subsidy provided by the province to any industry;

Whereas the Ministry of Finance's plans to introduce a new aggregate property sub-class in 2025, which is set to provide a \$6 million subsidy to the aggregate industry, with \$3 million of that subsidy being transferred back to the municipal (primarily residential) tax base, raises serious concerns about the fairness and equity of the system;

Whereas the claims that the new sub-class will provide tax stability and predictability seem hollow and do not address the

systemic inequities in the taxation framework, which continues to shift an undue burden onto municipal taxpayers, particularly those in rural areas who host these aggregate operations;

Whereas there is significant concern that the government's actions prioritize the interests of the aggregate industry over the financial realities faced by municipalities and their residents, and that this shift in burden undermines public trust in the fairness and integrity of Ontario's legal and tax frameworks;

Whereas TAPMO has presented evidence demonstrating that the aggregate industry is financially capable of meeting its tax obligations, including substantial profits and royalty payments made by industry leaders, further undermining the need for these subsidies;

Whereas the municipal taxpayer should not bear the cost of correcting a past error in assessment methodology that unfairly benefited the aggregate industry, and the new property tax class ratio risks further undermining the principle of revenue neutrality and eroding confidence in Ontario's legal and tax systems;

Therefore be it resolved that the Council of the Municipality of South Huron strongly objects to the undue burden being placed on municipal taxpayers to subsidize the aggregate industry, and calls on the provincial government to:

Reevaluate and correct the misguided subsidies being provided to the aggregate sector, and ensure that future tax policies are fair, equitable, and consistent for all taxpayers.

1. Uphold the principles of revenue neutrality in the aggregate tax framework and ensure that any new tax classifications or methodologies do not result in a net loss of revenue for municipalities, especially those that are already facing significant financial challenges.



CORPORATION OF THE MUNICIPALITY OF SOUTH HURON

322 Main Street South P.O. Box 759

Exeter Ontario

NOM 1S6

Phone: 519-235-0310 Fax: 519-235-3304

Toll Free: 1-877-204-0747

www.southhuron.ca

2. Commit to meaningful reform that ensures fairness and consistency across all sectors of the economy and actively engages municipalities and taxpayers in a transparent and inclusive process, rather than catering to the demands of the aggregate industry.

3. Take immediate action to correct the existing inequities in the tax framework, ensuring that the burden of this correction is not unjustly shifted to municipal taxpayers, particularly those in rural communities who host these operations.

4. Respect and uphold the integrity of the legal process by honouring the decisions of the Divisional Court and ensuring that all assessment methodologies are transparent, accountable, and based on a fair and balanced approach.

5. Further, be it resolved that the Council of the Municipality of South Huron supports TAPMO's call for the provincial government to adopt reforms that prioritize the needs and fairness of municipal taxpayers and to ensure that the aggregate sector contributes its fair share to the province's tax base; and

Further be it resolved that this resolution be forwarded to the Minister of Finance, the Minister of Municipal Affairs and Housing, local school boards, AMO, ROMA, Local MPP, all Ontario Municipalities and the Municipal Property Assessment Corporation.

Please find attached the originating correspondence for your reference.

Respectfully,

Kendra Webster, Legislative & Licensing Coordinator

Municipality of South Huron
kwebster@southhuron.ca
519-235-0310 x. 232

Encl.

cc: Minister of Municipal Affairs and Housing, Hon. Paul Calandra, Paul.Calandra@pc.ola.org; Avon Maitland District School Board, info@amdsb.ca; Huron-Perth Catholic District School Board, info@huronperthcatholic.ca; MPP Huron-Bruce, Hon. Lisa Thompson, Lisa.Thompson@pc.ola.org; AMO, resolutions@amo.on.ca; ROMA, roma@on.ca; MPAC, John.Young@mpac.ca; TAPMO, info@tapmo.ca, All Ontario Municipalities



Finance Minister Chrystia
Freeland
VIA EMAIL:
chrystia.freeland@parl.gc.ca

Hon. Paul Calandra
VIA EMAIL:
minister.mah@ontario.ca

Township of Puslinch
7404 Wellington Road 34
Puslinch, ON N0B 2J0
www.puslinch.ca

December 13, 2024

Association of Municipalities
of Ontario (AMO)
VIA EMAIL:
amo@amo.on.ca

Top Aggregate Producing
Municipalities of Ontario
(TAPMO)
VIA EMAIL:
info@tapmo.ca

Rural Ontario Municipalities
Association (ROMA)
VIA EMAIL:
roma@roma.on.ca

Hon. Ted Arnott, MPP
VIA EMAIL:
ted.arnottco@pc.ola.org

RE: TAPMO Letter regarding Pre Budget Announcement

Please be advised that Township of Puslinch Council, at its meeting held on November 27, 2024 considered the aforementioned topic and subsequent to discussion, the following was resolved:

Resolution No. 2024-430:

Moved by Councillor Sepulis and
Seconded by Councillor Bailey

That the Consent Agenda items listed with the exception of items 6.10, 6.11, and 6.12 for NOVEMBER 27, 2024 Council meeting be received for information; and

Whereas the Township of Puslinch Council supports the information provided by TAPMO to member municipalities of TAPMO; and

Whereas the Township of Puslinch Council sees the value and significance of circulating this information provided by TAPMO to all Ontario municipalities;



Therefore, that Council directs staff to forward items 6.10, 6.11, and 6.12 to all Ontario municipalities; and

That Council direct staff to forward the following resolution to the Minister of Finance, the Minister of Municipal Affairs and Housing, local school board trustees, AMO, ROMA, Local MPP, all Ontario Municipalities and the Municipal Property Assessment Corporation:

Whereas the Ministry of Finance has introduced a one-time \$7 million reduction in education taxes in 2024, a subsidy that will be absorbed by the province through a 95% reduction in education taxes—marking the first such subsidy provided by the province to any industry;

Whereas the Ministry of Finance’s plans to introduce a new aggregate property sub-class in 2025, which is set to provide a \$6 million subsidy to the aggregate industry, with \$3 million of that subsidy being transferred back to the municipal (primarily residential) tax base, raises serious concerns about the fairness and equity of the system;

Whereas the claims that the new sub-class will provide tax stability and predictability seem hollow and do not address the systemic inequities in the taxation framework, which continues to shift an undue burden onto municipal taxpayers, particularly those in rural areas who host these aggregate operations;

Whereas there is significant concern that the government’s actions prioritize the interests of the aggregate industry over the financial realities faced by municipalities and their residents, and that this shift in burden undermines public trust in the fairness and integrity of Ontario’s legal and tax frameworks;

Whereas TAPMO has presented evidence demonstrating that the aggregate industry is financially capable of meeting its tax obligations, including substantial profits and royalty payments made by industry leaders, further undermining the need for these subsidies;

Whereas the municipal taxpayer should not bear the cost of correcting a past error in assessment methodology that unfairly benefited then aggregate industry, and the new



property tax class ratio risks further undermining the principle of revenue neutrality and eroding confidence in Ontario's legal and tax systems;

Therefore be it resolved that the Council of the Township of Puslinch strongly objects to the undue burden being placed on municipal taxpayers to subsidize the aggregate industry, and calls on the provincial government to:

Reevaluate and correct the misguided subsidies being provided to the aggregate sector, and ensure that future tax policies are fair, equitable, and consistent for all taxpayers.

1. Uphold the principles of revenue neutrality in the aggregate tax framework and ensure that any new tax classifications or methodologies do not result in a net loss of revenue for municipalities, especially those that are already facing significant financial challenges.

2. Commit to meaningful reform that ensures fairness and consistency across all sectors of the economy, and actively engages municipalities and taxpayers in a transparent and inclusive process, rather than catering to the demands of the aggregate industry.

3. Take immediate action to correct the existing inequities in the tax framework, ensuring that the burden of this correction is not unjustly shifted to municipal taxpayers, particularly those in rural communities who host these operations.

4. Respect and uphold the integrity of the legal process by honouring the decisions of the Divisional Court and ensuring that all assessment methodologies are transparent, accountable, and based on a fair and balanced approach.

5. Further be it resolved that the Council Township of Puslinch supports TAPMO's call for the provincial government to adopt reforms that prioritize the needs and fairness of municipal taxpayers and to ensure that the aggregate sector contributes its fair share to the province's tax base; and

Further be it resolved that this resolution be forwarded to the Minister of Finance, the Minister of Municipal Affairs and Housing, local school board trustees, AMO, ROMA,



Local MPP, all Ontario Municipalities and the Municipal Property Assessment Corporation.

CARRIED

As per the above resolution, please accept a copy of this correspondence for your information and consideration.

Sincerely,

Justine Brotherston
Municipal Clerk

CC: All Ontario Municipalities, Municipal Property Assessment Corporation (MPAC), Local school board trustees



Top
Aggregate
Producing
Municipalities of
Ontario

Sent via email

November 1, 2024

Premier Doug Ford
Legislative Building
Quenn's Park
Toronto, ON M7A 1A1

Minister of Finance Peter Bethlenfalvy
Ministry of Finance
Frost Building South, 7th Floor
7 Queen's Park Crescent
Toronto, ON M7A 1Y7

Dear Premier Ford and Minister Bethlenfalvy:

Re: Pre Budget Announcement

As you are aware there was a lengthy Assessment Review Board hearing as well as a divisional court ruling increasing the taxes paid by the aggregate sector due to an inappropriate tax relief mechanism implemented by MPAC.

TAPMO recognizes funding for rural, small and northern municipalities is proposed to see an increase in OMPF funding. This increase is very much appreciated. This increase will begin to address the farm tax rebate shortfalls that rural, small and northern municipalities have been experiencing under the former program. Increasing this funding ensures all Ontarians are supporting farmers and not just the residents that call home to small, rural and northern communities. The impact of Provincially significant programs needs to be absorbed by all Ontarians.

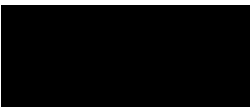
If it is the desire of the Government to provide special treatment to one sector and burdening this special treatment on small, rural and northern communities (where most aggregate operations exist), TAPMO is of the opinion that an aggregate subsidy is not appropriate and should be borne by all Ontarians.

The pre budget announcement provides \$200 to every Ontarian, adding approximately \$3 billion to the Ontario budget. If the Government is willing to add \$3 billion to the deficit. Carrying over the 95% reduction in education tax relief absorbed by all Ontarians for 2024, would have added \$7 million to the total deficit for 2025 or 0.11666667% additional deficit.

TAPMO request the following questioned to be answered:

Explain the justification of increasing taxes on small, rural and northern municipalities which are host to most aggregate operations, to provide a preferential tax relief to the aggregate sector, versus absorbing any relief through increased deficit for all Ontarians?

Yours truly,


James Seeley
Board Chair

Ministry of Finance

Provincial-Local
Finance Division

Frost Building North
95 Grosvenor Street
Toronto ON M7A 1Y7

Ministère des Finances

Division des relations provinciales-
municipales en matière de finances

Édifice Frost nord
95 rue Grosvenor
Toronto ON M7A 1Y7



October 31, 2024

His Worship James Seeley
Chair, Top Aggregate Producing Municipalities of Ontario (TAPMO)
jseeley@puslinch.ca

Don MacLeod
Executive Director, TAPMO
executivedirector@tapmo.ca

Dear Mayor Seeley and Mr. MacLeod:

Thank you for your letter about the new aggregate extraction property class.

As noted in my letter of October 3, the Province will be setting municipal tax ratios and education tax rates for the new aggregate extraction property class to provide tax mitigation for properties in the class. The plan is to provide an overall \$6M tax reduction to properties in the class relative to the original 2024 tax level, comprised of \$3M municipal tax and \$3M education tax. While the specific tax ratios and impacts will not be available until after the assessments for 2025 are finalized by the Municipal Property Assessment Corporation (MPAC), the intention is that municipalities overall will still benefit from the majority of the incremental tax revenues that resulted from the assessment methodology changes implemented by MPAC for 2024.

More details will be shared when they become available. We appreciate the importance of providing municipalities with as much time as possible to support their budgetary planning. We have taken note of your request to receive this information by November 30th and will endeavour to provide the data as close to this date as possible.

Regarding your request that TAPMO be included in consultations during 2025, that is an important part of our plan. We will be reaching out to TAPMO as well as the aggregate sector, and working with MPAC and the Ministry of Natural Resources, to seek more detailed information regarding aggregate activities and discuss possible updates to the definition of the property class.

The government understands the challenges small and rural municipalities face. In this regard, in the 2024 Fall Economic Statement announced the Ontario Municipal Partnership Fund will be increased by \$100 million (20% increase) annually. This will be phased in over two years with an immediate \$50 million increase in 2025.

TAPMO

November Newsletter



INTRODUCING TAPMO'S EXECUTIVE DIRECTOR

Don MacLeod held the position of Chief Administrative Officer for the Township of Zorra from 1996 to 2024. The Township of Zorra is in the top 10 aggregate producing municipalities in Ontario. Recently, Don transitioned into the role of Executive Director for TAPMO. With this wealth of experience, Don is particularly well-suited to continue the success of TAPMO in developing a sustainable plan for aggregate extraction across Ontario.

NOVEMBER HIGHLIGHTS

- **Introducing Don MacLeod, TAPMO Executive Director**
- **Aggregate Property Taxation Assessment Challenges: What to expect in 2025**
- **Meet the Board of Directors and membership!**

STAY CONNECTED

What to stay in the know?

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<https://www.tapmo.ca/resources#agenda>

Next TAPMO meeting: Monday November 18, 2024 @ 2:30pm



[tapmo.ca](https://www.tapmo.ca)
executivedirector@tapmo.ca

TAPMO

November Newsletter

Property Taxation Changes and Concerns for Municipalities

Following an appeal decision of the Divisional Court, the Municipal Property Assessment Corporation (MPAC) revised the assessment methodology and property tax classification of aggregate sites to ensure sector-wide consistency, resulting in tax changes for pits and quarries across the province for 2024 (an increase of \$12M municipal and \$5M education). These properties continue to be assessed based on the province-wide valuation date of January 1, 2016, but the methodology used to derive those values has been modified in line with the court ruling. This legal process was spearheaded by Wellington County. In a troubling response to the Divisional Court decision, the Ministry of Finance has introduced a one-time (2024) \$7 million education tax reduction, to mitigate the impact of these changes on the aggregate industry. This reduction will be absorbed by the province through a 95% reduction in education taxes, which is the first time this kind of a subsidy is being provided by the province for any industry.

Looking ahead to the 2025 tax year, a new aggregate property sub-class is set to be introduced, but the intent to create improved tax stability and predictability feels hollow. The sub-class will result in a \$6 million subsidy for the aggregate industry, \$3 million of which is being transferred back to the municipal (primarily residential) tax base. The tax subsidy will be funneled through a temporary property tax sub-class within the industrial property category, with MPAC and local municipalities tasked with its implementation. However, the claim that this newly established sub-class will provide stability and predictability raises serious concerns. Instead of genuinely addressing the inequities in the system, it seems to merely provide an unwarranted tax break to the aggregate industry, while shifting the burden onto municipal taxpayers and perpetuating an unjust structure.

The government's approach appears to prioritize the interests of the aggregate sector over the financial realities faced by municipalities and their constituents. MPAC's collaboration with the aggregate sector and the Ministry of Finance (MOF) to gather detailed information on aggregate sites may result in more of the same, rather than meaningful reform. While the government claims this refined data will support future discussions with the Ontario Stone, Sand & Gravel Association (OSSGA) and municipalities, the focus seems skewed toward accommodating industry demands rather than ensuring fairness and accountability for all taxpayers. This direction threatens to undermine any hope of establishing a principled and sustainable approach to aggregate taxation, leaving communities to bear the consequences.

TAPMO

November Newsletter

Property Taxation Changes and Concerns for Municipalities

continued from page 2

In light of these changes, TAPMO wishes to voice serious concerns regarding the new tax class ratio established by the Ministry of Finance. Contrary to fostering a revenue-neutral outcome, this adjustment is expected to lead to \$3 million being refunded directly from local taxpayers to the aggregate industry starting in 2025 and beyond. Neither the Ministry nor representatives from the aggregate industry have provided sufficient justification for what seems to be a residential taxpayer-funded subsidy to benefit a for-profit industry. Concerns from both the Ministry of Finance and the aggregate sector highlight that potential cost increases for residential housing stemming from the Assessment Review Board (ARB) ruling have not been adequately assessed or documented. Claims suggesting a mere \$3-4 increase per Ontarian fail to capture the disproportionate impact this assessment framework will have on rural residents, who predominantly host these aggregate operations.

The OSSGA has yet to provide conclusive evidence of the industry's inability to contribute its fair share of taxes. In fact, TAPMO has presented evidence indicating that aggregate producers can meet their tax obligations. For example, Dufferin (CRH) paid \$2 million in royalties to the University of Guelph in 2023, while St. Mary's Cement (CBM Canada) reported total net revenues of \$109,785,000 USD for aggregate products in their 2022 financial statements.

While TAPMO recognizes that tax increases on any property class may be unpopular, we argue that the aggregate industry has long benefited from an inappropriate tax discount. The Divisional Court ruling clarified that MPAC lacked the authority to grant such tax relief. The municipal taxpayers should not have to provide tax relief to the industry as a result of correcting an inappropriate tax benefit that the industry has come to expect. The new property tax class ratio fails to maintain revenue neutrality and threatens to erode trust in Ontario's legal frameworks. Ontarians deserve confidence that these processes are respected and upheld.

TAPMO remains committed to advocating for fair and equitable taxation practices that support both municipal taxpayers and the sustainability of our communities. The future of Ontario's aggregate taxation framework must prioritize transparency, fairness, and the principles of revenue neutrality.

TAPMO

November Newsletter

Property Taxation Changes and Concerns for Municipalities - What's Next?

TAPMO is urging members to raise awareness of this issue by requesting your Municipal Council consider supporting the following motion:

Whereas the Ministry of Finance has introduced a one-time \$7 million reduction in education taxes in 2024, a subsidy that will be absorbed by the province through a 95% reduction in education taxes—marking the first such subsidy provided by the province to any industry;

Whereas the Ministry of Finance's plans to introduce a new aggregate property sub-class in 2025, which is set to provide a \$6 million subsidy to the aggregate industry, with \$3 million of that subsidy being transferred back to the municipal (primarily residential) tax base, raises serious concerns about the fairness and equity of the system;

Whereas the claims that the new sub-class will provide tax stability and predictability seem hollow and do not address the systemic inequities in the taxation framework, which continues to shift an undue burden onto municipal taxpayers, particularly those in rural areas who host these aggregate operations;

Whereas there is significant concern that the government's actions prioritize the interests of the aggregate industry over the financial realities faced by municipalities and their residents, and that this shift in burden undermines public trust in the fairness and integrity of Ontario's legal and tax frameworks;

Whereas TAPMO has presented evidence demonstrating that the aggregate industry is financially capable of meeting its tax obligations, including substantial profits and royalty payments made by industry leaders, further undermining the need for these subsidies;

Whereas the municipal taxpayer should not bear the cost of correcting a past error in assessment methodology that unfairly benefited the aggregate industry, and the new property tax class ratio risks further undermining the principle of revenue neutrality and eroding confidence in Ontario's legal and tax systems;

Therefore be it resolved that the Council [INSERT MUNICIPALITY] strongly objects to the undue burden being placed on municipal taxpayers to subsidize the aggregate industry, and calls on the provincial government to:

1. Reevaluate and correct the misguided subsidies being provided to the aggregate sector, and ensure that future tax policies are fair, equitable, and consistent for all taxpayers.
2. Uphold the principles of revenue neutrality in the aggregate tax framework and ensure that any new tax classifications or methodologies do not result in a net loss of revenue for municipalities, especially those that are already facing significant financial challenges.
3. Commit to meaningful reform that ensures fairness and consistency across all sectors of the economy, and actively engages municipalities and taxpayers in a transparent and inclusive process, rather than catering to the demands of the aggregate industry.
4. Take immediate action to correct the existing inequities in the tax framework, ensuring that the burden of this correction is not unjustly shifted to municipal taxpayers, particularly those in rural communities who host these operations.
5. Respect and uphold the integrity of the legal process by honouring the decisions of the Divisional Court and ensuring that all assessment methodologies are transparent, accountable, and based on a fair and balanced approach.

Further be it resolved that the Council [INSERT MUNICIPALITY] supports TAPMO's call for the provincial government to adopt reforms that prioritize the needs and fairness of municipal taxpayers and to ensure that the aggregate sector contributes its fair share to the province's tax base; and

Further be it resolved that this resolution be forwarded to the Minister of Finance, the Minister of Municipal Affairs and Housing, local school boards, AMO, ROMA, Local MPP, all Ontario Municipalities and the Municipal Property Assessment Corporation.

TAPMO



**Chair
Mayor James Seeley**
Township of Puslinch



**Vice-Chair
Mayor Jennifer Coughlin**
Township of Springwater

Board of Directors



Mayor Dave Barton
Township of Uxbridge



Mayor Jim Hegadorn
Loyalist Township



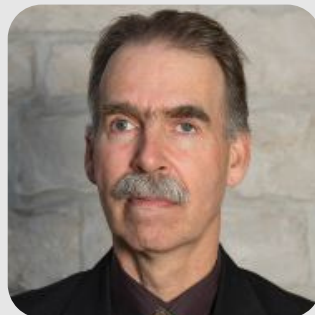
Councillor Tony Brunet
Town of Lincoln



Mayor Kevin Eccles
Municipality of West Grey



Deputy Mayor Peter Lavoie
Township of Oro-Medonte



Councillor Matthew Bulmer
County of Wellington



Deputy Mayor Katie Grigg
Township of Zorra

TOWNSHIP OF
Southgate



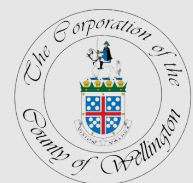
TOWNSHIP OF
EAST GARAFRAXA



TOWN OF
MONO



Jump In



CITY OF
Burlington



**WOOLWICH
TOWNSHIP**

TOWN OF
ERIN

Township of
Oro-Medonte
Proud Heritage, Exciting Future

Township of
Springwater



The Township of
UXBRIDGE
Trail Capital of Canada



Township of
SEVERN

Town of
Lincoln

Brock
breathe it in.



TOWNSHIP OF
chatsworth
Neighbours by Nature

Township of
**SOUTH-WEST
OXFORD**



G&T
Guelph/Eramosa
Township



county of
Lennox & Addington



TOWN OF CALEDON



TOWN OF
HALTON HILLS



Top
Aggregate
Producing
Municipalities of
Ontario

October 24, 2024

Sent via email

Minister of Finance Peter Bethlenfalvy
Ministry of Finance
Frost Building South, 7th Floor
7 Queen's Park Crescent
Toronto, ON M7A 1Y7

Dear Minister Bethlenfalvy:

Re: Aggregate Assessment

I am writing to raise TAPMO's concerns with the new tax class ratio for aggregate operations that does not maintain a revenue neutral outcome. TAPMO has been informed that the new tax class ratio will result in \$3 million of assessment being refunded to the aggregate industry for 2025 and beyond.

To date, neither the Ministry nor the aggregate industry has provided any justification for this residential taxpayer funded subsidy. The concerns raised by the MOF and the aggregate industry indicate that the potential cost increase for residential housing resulting from the ARB ruling applied across the province has not been thoroughly assessed or documented. Impacts of \$3-4 dollars per Ontarian are not accurate. Most aggregate operations are located in rural municipalities, thus rural residents will be providing this relief on a disproportionate level.

I would draw your attention to the developments in the Town of Erin. Developers are largely paying nearly \$200 million in up-front cost to build a wastewater treatment facility. This cost will be a direct pass through to the cost of the homes serviced by the treatment plant. In comparison, a revenue neutral tax class would be adding less than a quarter dollar to the cost of per tonne of aggregate.

Generally speaking, in Ontario, the provincial framework we strive to achieve is known at the municipal level as "Growth pays for Growth". Taxing aggregate properly brings us as a society closer to achieving that result. The aggregate tax class ratio does not support the revenue neutral tax outcome, nor does it support the principle of "Growth pays for Growth".

The OSSGA has failed to bring definitive evidence of the industry's inability to pay their fair share of taxes. Quite contrary, TAPMO has provided evidence of the ability of producers to pay their fair share. We are referencing the royalties Dufferin paid the University of Guelph (\$2 million in 2023). Further to the point, St. Mary's Cement's (CBM Canada) audited 2022 Financial Statements indicate a total net revenue for aggregate products at a whopping \$109,785,000 USD.

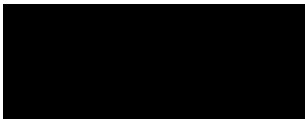
TAPMO recognizes that any increase of taxes on any property class would likely not be welcome. Unfortunately, as recorded in the Divisional Court decision, MPAC did not have the legislative authority to be providing tax relief (page 12 note 55 of the decision) that the industry experienced from 2016 onward. The aggregate industry is accustomed to an inappropriate tax discount. In TAPMO's view, residential taxpayers should not have to provide tax relief to the industry as a result of correcting an inappropriate tax benefit that the industry had come to expect. We respectfully reassert our position that OSSGA has not brought forward evidence to support their claim, other than highlighting the displeasure of paying more taxes. We have also not received evidence from the MOF supporting this relief for 2025 and beyond.

Lastly, we are deeply concerned that the lengthy and expensive legal process undertaken by Wellington County, and the decisions ordered by both the Assessment Review Board and Divisional Court is being undermined. This is particularly concerning given that the ARB decision was upheld. The new property tax class ratio fails to maintain a revenue-neutral tax assessment and undermines the legal process, which incurred significant costs for Wellington County taxpayers. This is extremely disturbing; Ontarians must have confidence in the legal processes in Ontario. Undermining the ARB assessment through a property tax class ratio that does not preserve revenue neutrality erodes that trust.

It is essential that discussions be inclusive and that any future assessment changes involve a fair and balanced approach in consultation with municipal partners, not just the aggregate sector.

TAPMO thanks the Ministry for the opportunity to comment on this very important issue and we look forward to strengthening this relationship.

Yours truly,



James Seeley
Board Chair

From: [FONOM Office/ Bureau de FONOM](#)
Subject: Letter regarding FINANCIAL SUSTAINABILITY IN CHILD WELFARE (FONOM) (1)
Date: Tuesday, December 31, 2024 6:05:25 PM
Attachments: [Minister of Children, Community and Social Services - Letter regarding FINANCIAL SUSTAINABILITY IN CHILD WELFARE \(FONOM\) \(1\).pdf](#)

Good morning

The FONOM Board has supported the attached Resolution. We would ask that you share the letter with your Councils and Senior Management. I have the email addresses for those individuals listed in the Further it be Resolved.

We would be happy to address any questions.

MinisterMCCSS@ontario.ca; cleo.charlebois@neofacs.org;
mmiller@ancfsao.ca; amo@amo.on.ca; Communicate@amo.on.ca;
roma@roma.on.ca; pwolfbeiss@amo.on.ca; Mstiles-QP@ndp.on.ca;
RGurcharn@ndp.on.ca; anaveed@ontarioliberal.ca;
bonnie@ontarioliberal.ca; candicelepage@gpo.ca

Talk soon, Mac.

Mac Bain
Executive Director
The Federation of Northern Ontario Municipalities
665 Oak Street East, Unit 306
North Bay, ON, P1B 9E5
Ph. 705-498-9510



January 2, 2025

The Honourable Michael Parsa
Minister of Children, Community and Social Services
7th Floor, 438 University Ave.
Toronto, ON M5G 2K8
SENT BY EMAIL: MinisterMCCSS@ontario.ca

Dear Minister Parsa

The Federation of Northern Ontario Municipalities' mission *is to improve the economic and social quality of life for all northerners and to ensure the future of our youth*. The Board would like the Province to consider providing emergency stabilization funding to address the current shortfall in child welfare providing by the Children's Aid Societies.

As well we would ask that the Ministry of Children, Community and Social Services undertake a Province wide service review, including the funding model. Also, during the review we would ask that the points listed in the resolution be reviewed and discussed.

Minister, I and the FONOM Executive would be pleased to discuss this further with your staff.

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.

FINANCIAL SUSTAINABILITY IN CHILD WELFARE

WHEREAS Children's Aid Societies across Ontario are experiencing significant financial pressures, with the majority of agencies running deficits in the millions;

WHEREAS the Financial Accountability Office has indicated funding for child protection has fallen behind inflation, with the sector missing \$70 million compared to previous funding levels;

WHEREAS the current funding model implemented in 2013 has limitations that affect the safety and well-being of children, particularly in northern and remote communities;

FONOM

Federation of Northern Ontario Municipalities

WHEREAS the Ministry of Children, Community and Social Services' spending on Child Protection Services is projected to grow at only 0.7% annually from 2023-24 to 2028-29, well below inflation;

WHEREAS the child welfare redesign strategy requires enhanced community-based prevention services and improved quality of care, which cannot be achieved without adequate funding.

THEREFORE BE IT RESOLVED that the Federation of Northern Ontario Municipalities (FONOM), calls on the Government of Ontario to immediately address the funding shortfall in child welfare by providing emergency stabilization funding to Children's Aid Societies;

Requests that the Ministry of Children, Community and Social Services undertake a **Province wide service review**, including the funding model. During the review, FONOM asks that the following be included in the review.

- Adequately addresses the unique challenges of northern and remote communities;
- Account created for higher operational costs in geographically dispersed regions;
- Provide sustainable funding for prevention services;
- Urges the Province to implement multi-year funding commitments that allow for proper planning and service delivery;
- Advocates for the development of a specific Northern Strategy for child welfare that recognizes the unique needs and challenges of Northern communities.

BE IT FURTHER RESOLVED that this resolution be forwarded to: The Honourable Michael Parsa, Minister of Children, Community and Social Services, the Ontario Association of Children's Aid Societies, Association of Native Child and Family Services Agencies of Ontario, All municipalities within FONOM's jurisdiction, the Association of Municipalities of Ontario (AMO), Rural Ontario Municipal Association (ROMA), and the leaders of the Opposition Parties.

Regards.



President Danny Whalen
705-622-2479



February 5, 2025

To Whom it May Concern,

Re: Proposed U.S. tariffs on Canadian Goods

Please note at their Regular meeting held on February 5, 2025, Peterborough County Council passed the following resolution:

Resolution No. 19-2025

Moved by Deputy Warden Senis
Seconded by Warden Clark

Whereas the federal government is currently in negotiations with the U.S. government on their proposed 25% tariffs on Canadian goods exported to the U.S.; and

Whereas Premier Doug Ford has outlined several plans to combat the impact the proposed tariffs would have on Ontario including Fortress Am-Can which focus on strengthening trade between Ontario and the U.S. while bringing good jobs back home for workers on both sides of the border; and

Whereas the federal government has also outlined several ways to address the current relationship with the U.S. including establishing the Council on Canada-U.S. relations to support the federal government as it negotiates with the U.S on tariffs; and

Whereas trade between Ontario and the United States is very important to our residents and local economies and requires all levels of government to work together in the best interest of those residents; and

Whereas according to data from the Association of Municipalities of Ontario, across Ontario municipalities are expected to spend between \$250 and \$290 billion on infrastructure in the next 10 years; and



Whereas municipalities have traditionally treated all procurements from trade partners equally and fairly; and

Whereas municipalities can assist in the Team Canada effort to combat tariffs and support businesses in our procurement for capital and infrastructure programs; and

Whereas there are trade barriers between Canadian provinces.

Therefore, be it resolved that, the County of Peterborough supports the provincial and federal governments on the measures they have put in place in response to the proposed U.S. tariffs on Canadian goods and ask that they take any and all measures to protect the interests of Ontario in any upcoming trade negotiations;

And that federal and provincial governments remove any impediments to municipalities preferring Canadian companies and services for capital projects and other supplies;

And that the provincial and federal governments take action to remove trade barriers between provinces as a response to US tariffs and support Canadian businesses.

And that the CAO be directed to bring back a report detailing a temporary purchasing policy that integrates and addresses these concerns;

And that County Economic Development & Tourism Division be directed to implement a “Buy Local Peterborough County, Buy Canadian” campaign to encourage residents and businesses to purchase locally made and Canadian goods and services.

Be it further resolved, that copies of this motion be sent to:

- The Right Hon. Justin Trudeau, Prime Minister of Canada
- The Hon. Doug Ford, Premier of Ontario
- The Hon. Melanie Joly, Minister of Foreign Affairs
- The Hon. Vic Fedeli, Minister of Economic Development, Job Creation and Trade
- The Hon. Nate Erskine-Smith, Minister of Housing, Infrastructure and Communities
- The Hon. Paul Calandra, Minister of Municipal Affairs and Housing
- Rebecca Bligh, President, FCM and Councillor, City of Vancouver



- Robin Jones, President, AMO and Mayor of Westport
- Bonnie Clark, Chair, Eastern Ontario Wardens' Caucus
- Jeff Leal, Chair, Eastern Ontario Leadership Council
- John Beddows, Chair, Eastern Ontario Mayors' Caucus
- All provincial and territorial Premiers.
- All local MPs and MPPs,
- All Ontario Municipalities for their support.

Carried

Should you have any questions or concerns please contact Kari Stevenson, Director of Legislative Services/Clerk at kstevenson@ptbocounty.ca.

Yours truly,

Holly Salisko
Administrative Services Assistant – Clerk's Division/Planning
hsalisko@ptbocounty.ca

Resolution: EOWC Support of Canadian and Ontario Governments' Negotiations with the United States Government on Trade Tariffs

Moved by: Corinna Smith-Gatcke, Warden of the United Counties of Leeds & Grenville
Seconded by: Steve Ferguson, Vice-Chair, EOWC / Mayor of Prince Edward County

Whereas the Canadian government is currently in negotiations with the United States (U.S.) government on their proposed 25% tariffs on Canadian goods exported to the U.S.; and

Whereas Canada's Prime Minister and Ontario's Premier have outlined several plans to combat the impact that the proposed tariffs would have on Ontario which focus on strengthening trade between Ontario and the U.S. while bringing jobs back home for workers on both sides of the border; and

Whereas the Canadian government has also outlined several ways to address the current relationship with the U.S. including establishing the Council on Canada-U.S. relations to support the federal government as it negotiates with the U.S. on tariffs; and

Whereas trade between Ontario and the U.S. is very important to our residents and local economies, and requires all levels of government to work together in the best interest of those residents; and

Whereas according to data from the Association of Municipalities of Ontario, across Ontario municipalities are expected to spend between \$250 and \$290 billion on infrastructure in the next 10 years; and

Whereas Ontario municipalities have traditionally treated trade partners equally and fairly in all procurements in accordance with our established international trade treaties; and

Whereas municipalities play a crucial role as part of the Team Canada approach to combat tariffs and support businesses in our procurement for capital and infrastructure programs; and

Whereas there are trade barriers between Canadian provinces and territories.

Therefore, be it resolved that the Eastern Ontario Wardens' Caucus supports the Canadian and Ontario governments on the measures they have put in-place in response to the proposed U.S. tariffs on Canadian goods and ask that they take any and all measures to protect the interests of Ontario in any upcoming trade negotiations, and ensure municipalities are part of the coordinated Team Canada approach;

And that the Canadian and Ontario governments remove any impediments to municipalities preferring Canadian companies and services for capital projects and other supplies;

And that the Canadian and Ontario governments take action to remove trade barriers between provinces as a response to U.S. tariffs and support Canadian businesses;

And that the Canadian and Ontario governments remove all legislative barriers that impact the ability to buy local, and indemnify municipalities should there be challenges to buying Canadian;

And that the Canadian and Ontario governments continue to invest in infrastructure to provide stability, jobs, and support our communities' social and economic prosperity over the long-term.

Be it further resolved, that copies of this motion be sent to:

- The Right Hon. Justin Trudeau, Prime Minister of Canada
- The Hon. Melanie Joly, Minister of Foreign Affairs
- The Hon. Nate Erskine-Smith, Minister of Housing, Infrastructure and Communities
- Doug Ford, Leader of the Progressive Conservative Party
- Marit Stiles, Leader of the Ontario New Democratic Party
- Bonnie Crombie, Leader of the Ontario Liberal Party
- Mike Schreiner, Leader of the Ontario Green Party
- Ontario's Minister of Economic Development, Job Creation and Trade
- Ontario's Minister of Municipal Affairs and Housing
- Rebecca Bligh, President, FCM and Councillor, City of Vancouver
- Robin Jones, President, AMO and Mayor of Westport
- Christa Lowry, Chair, Rural Ontario Municipal Association
- Jeff Leal, Chair, Eastern Ontario Leadership Council
- John Beddows, Chair, Eastern Ontario Mayors' Caucus
- All regional Members of Canadian Parliament
- All candidates running as Ontario Members of Parliament
- All of Ontario's municipalities for their support

Carried

A handwritten signature in cursive script that reads "Bonnie Clark".

Chair Bonnie Clark, EOWC

February 10, 2025

From: [ROMA Communications](#)
To: [Amy Leclerc](#)
Subject: ROMA trains and drains advocacy moves forward
Date: Tuesday, February 25, 2025 6:00:32 PM

Alternate text



ROMA's legal intervention on trains and drains moves forward

ROMA has formally submitted legal evidence on behalf of rural municipalities into the dispute over drainage costs with national railways. Court dates to examine the evidence are set for mid-May.

This is a major milestone in ROMA's legal intervention on this matter. ROMA was granted intervenor status in late 2024 in a case involving Chatham-Kent and CP rail before Ontario's Court of the Drainage Referee, an appeal body established through the *Drainage Act*.

The [legal affidavit](#) summarizes the impact of railway behaviour on rural municipalities. Importantly, the court will hear about constitutional issues at the heart of the case – namely the responsibility of federally regulated industries to respect provincial laws.

Based on ROMA's research, unpaid maintenance costs from CP and other railways are more than \$500,000 and the tab for unpaid capital construction projects is crossing \$1 million. About \$1.7 million in construction projects have been delayed due to lack of cooperation by railway companies



Get to know your ROMA Board

- **Zone 1** – Jamie McGrail, Councillor, Municipality of Chatham-Kent
- **Zone 2** – Steve McCabe, Councillor, Township of Wellington North
- **Zone 3** – Dave Beres, Deputy Mayor, Town of Tillsonburg
- **Zone 4** – Christina Early, Councillor, Town of Caledon
- **Zone 5** – Pam Sayne, Councillor, Township of Minden Hills
- **Zone 6** – Jennifer Murphy, Councillor, County of Renfrew
- **Zone 7** – Carma Williams, Deputy Mayor, Township of North Glengarry
- **Zone 8** – Christa Lowry, Mayor, Municipality of Mississippi Mills* ROMA Chair
- **Zone 9** – Mark Wilson, Councillor, City of Temiskaming Shores
- **Zone 10** – Janet Hager, Councillor, Municipality of Red Lake

AMO Rural Caucus Members

- Nicole Martin, CAO, Township of Amaranth
- Dane Nielsen, Deputy Mayor, Municipality of Grey Highlands
- Natasha Salonen, Mayor, Township of Wilmot
- Nathan Townend, Deputy Warden, County of Lennox & Addington
- Tanya Vrebosch, Councillor, City of North Bay

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of the province, on social media.



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155 University Ave Suite 800 | Toronto, ON M5H 3B7 CA

This email was sent to amy.honen@mattawa.ca.
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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.

Council and its committees / boards will conduct their meetings in a predictable and standard manner that provides for the effective governance of the Mattawa municipality and reflects the Council's compliance with the laws of Ontario. Unless otherwise determined by Council, all meetings are open to the public.

PROCEDURES

3.1 AGENDAS

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)
2. Ensuring correspondence and petitions received from the public and meriting attention are, at the Clerk's discretion, included in the same or subsequent agenda
3. Including any staff reports related to an agenda item
4. Listing every by-law on the agenda by identifying number, followed by a brief description of the intent of the by-law and a copy of the proposed by-law.
 - a. New by-laws of an urgent nature, requiring an immediate decision may be considered.
5. Sharing the current draft agenda with the Chair prior to said meeting
6. Distributing the draft agenda and supporting documents by email to the membership by that Thursday, 4:00pm
7. Accepting, at the Clerk's discretion, a notice received of new business from a Member or a delegation after Wednesday, 12:00 noon to:
 - a. Include the item on the agenda as an addendum for
 - b. A motion to address the new business or delegation at said meeting
8. Recording the Chair's acknowledgement of a written notice of motion received during a meeting and
 - a. Including the motion on the agenda for a subsequent meeting.

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 Clerk shall draft flexible agendas for Ad Hoc Committee meetings pursuant to their Terms of Reference.

3.1.3 ADOPTION

As the agenda is being considered for adoption, the membership may approve a motion by a majority vote to:

- Adopt the agenda, or
- Alter the order of business at said meeting, or
- Accept an addition to the agenda, or
- Delete an item, or
- Defer and item.

The Chair may not exclude any matter from a distributed agenda or rule any item out of order until that item is placed before the Council or Committee.

3.1.4 DEFERRAL

The membership shall determine by resolution its action on agenda items not addressed during a meeting. (Procedure 3.10.1)

3.2 CONVENING MEETINGS

3.2.1 OCCURRENCE OF MEETINGS

The time and place listed below can be altered by a 2/3 majority vote of Members attending provided that:

- Adequate notice of the change is posted on the municipal website, and
- The location is within the boundaries of the municipality.

All meetings shall occur at the Dr. S. F. Monestime Municipal Council Chambers.

Prior to the commencement of the first Regular Meeting following a new Council's Inauguration, the Clerk, in consultation with the Head of Council, shall:

- Establish for Council and Committee meetings, the seating arrangement for Members during the term of that Council, and
- Designate the seating arrangement for the media, municipal staff and the public at Council meetings

Any person who contravenes the established seating arrangement shall be subject to censure by the Chair pursuant to Procedure 3.10.1

3.2.2 MEETING DATES

The following meetings will be re-scheduled to the business day following a statutory holiday.

Inaugural Meeting

On the first Monday following the confirmation of official results of a municipal election the Clerk will:

- Administer the:
 - declarations of office
 - oaths of allegiance, and
 - the Code of Conduct for all Members

The Head of Council will deliver the Inaugural speech, and
The meeting will conduct no other business.

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

Special Meetings

1. The Head of Council may, at any time, summon an open or closed Special Meeting for a specified purpose by:
 - Ensuring the Clerk provides a notice of the Meeting to Members a minimum of twenty-four (24) hours before the meeting.
2. Upon receiving a petition by majority of Council, the Clerk shall summon an open or closed Special Meeting for the purpose set out in the petition by providing a Notice of the Meeting to Members a minimum of twenty-four (24) hours before the Meeting.
3. No business other than that specified in the notice shall be addressed.

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.

AD HOC Committees

Pursuant to their Terms of Reference at any time that is not in conflict with a meeting of Council or its Committees.

3.2.3 NOTICE OF MEETINGS

The Clerk shall, as required, email notice of each meeting to:

- All Council Members
- All Committee Members
- The Chief Administrative Officer, and
- Managers and senior staff of the Town of Mattawa

AND

- For open meetings, post the Notice on the municipal:
 - Website
 - Facebook, and
 - Mattawa App.

The notice shall:

- State the time, date and place of the meeting,
- Provide:
 - An agenda, and
 - Needed documents that have not been previously available to those being notified
- Not provide an agenda or documents for a closed meeting.

For special meetings, the Head of Council will identify additional persons for the Clerk who will:

1. Email notice as above, and
2. If necessary, attempt notice by telephone or personal service.

Failure of any person to receive notice of a meeting shall not affect the legitimacy of the meeting or its outcomes.

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.

3.2.5 CANCELLATION OF MEETINGS

The Chair or Clerk will:

1. Cancel a meeting of Council or a Committee when:
 - a. A lack of quorum is confirmed
 - b. An emergency or disaster supersedes the need for a meeting
 - c. There is no business to be addressed and
2. Notify the Members accordingly.

3.3 QUORUM

3.3.1 MINIMUM

The quorum required to commence and continue a meeting of Council or a committee shall be more than 50% of its members.

Procedure 3.11 applies if quorum is not maintained.

3.3.2 Conflict of Interest

When a member declaring a conflict-of-interest (Procedure 5.3) results in less than the number constituting a quorum, the remaining number of Members shall be deemed to constitute a quorum, provided such number is not less than two.

Guideline 3.3.2

3.4 ELECTRONIC PARTICIPATION

When in-vivo participation is not feasible, Members of Council or a committee shall use electronic conferencing (IE: Microsoft Teams, GoToMeetings, Zoom etc.):

- Preferably with a visual connection or as a lesser alternative ...
 - With an audio connection and
- They shall
 - If possible, notify the clerk 24 hours prior to the meeting, and
 - Connect to the meeting 15 minutes prior to the meeting.

AND

Members shall limit their use of electronic participation to 12 meetings per calendar year.

Members participating electronically during meetings shall:

- Count as quorum
- Have the right to vote pursuant to Procedure 3.5.1
- Unless approved otherwise by the Chair, remain online for the entirety of the meeting to maintain quorum and merit full remuneration.

When matters are to be addressed in a closed meeting, Members shall:

- Attend the meeting in-vivo if notified prior to a meeting, or
- If participating electronically:
 - Disconnect themselves from the meeting
 - Remain, at their discretion, in the online waiting room to wait for re-connection at the end of the closed session
- Merit remuneration for the duration of the entire meeting.

The Clerk will ensure microphones are muted for public participants unless

- They are recognised by the Chair

The Chair and the Clerk will conduct the meetings as otherwise normally, pursuant to procedures 3.5 “decisions by council or committee” and 3.6 “minutes”.

3.5 DECISIONS

3.5.1 REPORTS TO COUNCIL OR COMMITTEE

When a report from a delegation or employees is itemised on an agenda, the Chair shall:

1. Introduce the report to Members
2. Invite the presenter to speak to the report
3. Invite comments or questions from the Members
4. Accept the report as tabled and included in the minutes, and
5. Proceed as required by procedures 3.5.2 and 3.5.4

A By-law presented to Council shall:

- Be introduced by a motion specifying the title of the by-law
- Introduce the subject matter in the form of a typed report with recommendation and all agreements and schedules
 - Given the nature of the subject and at the discretion of the CAO and/or Clerk the report may be introduced verbally,
- There shall be no incomplete draft by-law except as may be required to conform to accepted procedures or to comply with provisions of any Act
- Be given first, second and third reading in a single consolidated motion unless provincial legislation requires individual readings.

In the event a majority of Council wishes to further review a proposed by-law or additional public comment is desired, the approval shall be deferred to a subsequent meeting by a motion.

Any proposed by-law may be referred to the CAO, Clerk, a Committee or the Solicitor for review and comment.

Every by-law enacted by Council shall be:

- Numbered and dated
- Sealed with the seal of the Corporation
- Signed by the Mayor and Clerk
- Maintained by the Clerk in a secure location
- Posted on the Mattawa Website

3.5.2 VOTING

Council approves all By-Laws by majority vote

All votes are open unless cast during In Camera meetings

All voters are recorded pursuant to their votes.

The Chair shall be the last to cast a vote

The Chair shall call for a vote:

- With a simultaneous show of hands, or firstly by the voice of a Member participating by phone, and

- Any Member, may request the vote to be recorded by the Clerk who shall request the vote of each Member, starting with the Member who requested the recorded vote.

3.5.3 VICE CHAIR

The Deputy Mayor shall replace the Head of Council and a Vice Chair shall replace a committee Chair as needed.

If the Head of Council and Deputy Mayor or Committee Chair and Vice Chair are absent at the commencement of a meeting:

1. The Clerk shall call the meeting to order and
2. The Members present shall appoint one of their own as temporary Chair
3. Upon arrival during the meeting the formal Chair will automatically replace the temporary Chair to assume their duties.

3.5.4 DUTIES OF CHAIR

The Chair shall

- Preside over the conduct of the meeting to preserve good order and decorum
- Rule on:
 - Points of order
 - Questions of privilege
 - Points of information and
 - All questions relating to the meeting's process
- Ensure the Clerk enters all decisions requiring action in Council's Tracking System ([3.5.4](#))

Pursuant to a meeting's agenda the Chair of a meeting shall address the motions reflected therein by:

- Opening discussion on an information item by directing the Member and seconder filing the motion to speak to its content,

or

- Calling for a vote on a motion not requiring debate by:
 1. Directing the Member filing the motion to speak to its content
 2. Calling for a vote and ensuring:
 - 1) The motion at hand is clearly stated
 - 2) All discussion on the motion is terminated
 - 3) The Chair:
 - a. First calls the other Members to vote to be registered and follows with the Chair's vote
 - b. Ensures all Members present register a vote, or
 - c. Registers a non-vote as against the motion, and
 - d. Announces the results of the vote

or

- Opening the meeting to debate on a motion requiring a debate by
 1. Ceding the Chair to an alternate Member for the duration and closure of a debate if
 - a. The Chair chooses to participate in the debate or
 - b. The Chair leaves the Council chamber when in conflict of interest (procedure 5.3)
 2. Speaking to the matter as Chair before the start of the debate

3. Directing the Member or delegate filing the motion to speak to its content
4. Directing the seconder to the motion to speak
5. Recognising each Member wishing to speak to the motion
6. Soliciting a reply from the mover of a main motion
7. Confirming, any changes to the motion
8. Closing the debate with comments, and
9. Calling for a vote and ensuring:
 - A. The motion at hand is clearly stated
 - B. All discussion on the motion is terminated
 - C. The Chair:
 - 1) First calls the other Members to vote to be registered and follows with the Chair's vote
 - 2) Ensures all Members present register a vote, or
 - 3) Registers a non-vote as against the motion, and
 - 4) Announces the results of the vote

3.5.5 APPEAL ON RULING

Should a Member appeal a ruling by the Chair:

1. The Member shall table a motion to appeal and explain the reason for the appeal
2. The Chair shall:
 - a. Reject the appeal with reasons, or
 - b. Call for a recorded vote without debate and
 - i. Accept or reject the appeal as determined by the vote

3.5.6 RECONSIDERATION

Once a motion has been carried, or lost, a Member who voted with the prevailing side may move for reconsideration either during the same meeting or at a subsequent meeting.

If such a motion is seconded, the Chair shall open a debate on the motion to reconsider and the debate will be resolved by

- A simple majority vote if addressed during the same meeting, or by
- A 2/3 majority vote if addressed during a subsequent 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.

The Clerk shall ensure the minutes of closed meetings are secured to be adopted at the next scheduled, closed meeting

The Clerk shall record the attendance of the membership as follows:

- For adjournments - Members present at the expiration of the fifteen (15) minute time limit

- Temporary absence during a meeting - Member with time of departure and return
- Late arrivals – Member and time of arrival
- Early departure – Member and time of departure
- Electronic arrival - Member and time of arrival – with notification to the Chair
- Early departure from electronic presence – Member and time of departure with notification to the Chair
- A Council Member visiting a committee as a non-member of that committee as a, “visiting Council Member”.

The Clerk shall ensure live recordings of meetings are:

- Posted on the Town of Mattawa YouTube channel, or
- When possible, live streamed on the channel, with
 - Reference on the Town of Mattawa social media Pages.

3.7 CLOSED MEETINGS

Closed meetings are restricted to Members of Council or a Committee and they may include, by invitation, any persons who are deemed to be relevant to the subject at hand.

3.7.1 REASONS

All or part of a Council, Committee or Board of Council meeting shall be closed to the public:

- If the subject matter being considered involves:
 - A. The security of the property of the municipality or local board;
 - B. Personal matters about an identifiable individual
 - C. A proposed or pending acquisition or disposition of land
 - D. Labour relations or employee negotiations;
 - E. Litigation or potential litigation,
 - F. Advice and information that is subject to solicitor-client privilege,
 - G. A matter respecting closed meetings under another Act;
 - H. Information explicitly supplied in confidence by Canada, a province or territory or their Crown agency;
 - I. A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality
 - J. A trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value;
 - K. A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board
 - L. A request under the Municipal Freedom of Information and Protection of Privacy Act,
 - M. An ongoing investigation by the Ombudsman

Prior to commencing an In Camera meeting, the Chair shall ask the non-participants to retire to a location beyond the hearing of the meeting room.

3.7.2 CONDITIONS

All or part of a Council, Committee or a Board of Council meeting may be closed to the public:

- If the following conditions are **both** satisfied:
 - The meeting is held for the purpose of educating or training the Members.
 - At the meeting, no Member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, Board of Council or committee.
- To give direction to staff or consultants by consensus of Members present.

3.7.3 TRANSITION TO AND FROM

During a meeting of Council, a Committee or board of Council, a Member wishing to recess into an In Camera session on an agenda item being addressed by the Chair shall require a two-thirds vote on a motion to:

- Either defer a matter to the agenda of a closed session or
- Immediately recess to a closed session

Before all or part of a meeting is closed to the public, the Council or a Committee shall state by resolution the fact of the closed meeting and the general nature of the matter to be considered.

A meeting of Council, a Committee or board shall not be closed to the public during the taking of a vote unless:

- The Municipal Act requires a meeting to be closed to the public
- The vote is for:
 - A procedural matter, or
 - Giving directions or instructions to officers, employees, agents or persons retained by the municipality

3.7.4 CONDUCT

A Member may speak more than once during a closed meeting provided that all Members have spoken in turn.

The Chair shall not entertain a motion to adjourn during a closed meeting.

Upon completion of the closed session the Chair shall:

- Reconvene in public session, and
- Provide a verbal report to the public on the disposition of items discussed without revealing any confidential information, and
 - The Clerk shall note the outcome of said disposition.

AND

- No person participating in a closed meeting shall disclose the content of the matter or substance of the deliberations unless expressly authorized to do so by Council or committee or as required by law.

3.8 NOTICE OF MOTION

Pursuant to procedure 3.1.1, a Notice of Motion may be submitted to the Clerk by a Member

1. Before the Clerk's Agenda deadline to be included on the agenda under the item "Motions"
2. After the deadline, but prior to a meeting to be included on the agenda as an addendum requiring a 2/3 vote for inclusion on the meeting's agenda

3. During a meeting to be read by the Chair or declared as read, recorded by the Clerk and deferred to the agenda of a subsequent meeting.

The submission of a written notice of Motion does not require:

- A seconder at the time of submission, or
- The presence of the Motion's author during the meeting when the Motion is read.

Every motion included on a meeting's agenda with or without debate must be moved and seconded at said meeting and first addressed by the mover.

3.9 POINTS OF ORDER

A member who believes a rule is being contravened shall:

1. Call for recognition by the Chair on a "Point of Order", and then
2. Clearly explain what and how a rule is being contravened

The Chair, upon responding to a Point of Order shall:

1. Rule upon the alleged contravention to
2. Determine the rule is not contravened and
 - a. Resume the matter at hand, or
 - b. Accept the explanation and accordingly adjust the proceedings on the matter at hand
3. Call for a vote if the ruling is appealed (Procedure #3.5.5)
4. Confirm the results of the vote and
 - a. Resume the matter at hand, or
 - b. Adjust the proceedings by applying the rule as previously questioned

3.10 CONDUCT OF MEMBERS AND VISITORS

3.10.1 MEMBERS, EMPLOYEES AND VISITORS

Members, Employees and visitors shall:

- Obey the procedural rules or the decisions of the Chair
- Respectfully acknowledge the Chair and address all remarks to the Chair
- Not:
 - Speak disruptively aloud during a meeting
 - Speak unless recognised by the Chair
 - Interrupt a Member while speaking except to raise a point of order.
 - Display signs or placards or engage in behaviour that may disrupt debate.
 - Disrupt a vote being taken and until the result is declared
 - Speak to the motion after a vote has been called and registered.
 - Speak disrespectfully to and of others
 - Be accompanied by a pet that is not registered as a support aid.

The Chair shall:

- Restrict questions and supplementary comments to items specific to an agenda item, motion or presentation
- Determine if the conduct of a Member, employee or visitor is improper and, if, so
 - Expulse the person from the meeting or exclude the person from future meetings, and
 - Adjourn the meeting without any motion if such person refuses to leave – until said person leaves.

3.10.2 MEMBERS

In addition to the above, Members shall not:

- Speak more than once on a matter or for more than 10 minutes unless:
 - Questioned by another Member
 - To offer an additional explanation
 - Granted leave by the membership
- Engage in private conversation while in the Council Chamber that interrupts the proceedings of Council;
- Speak on any subject other than the subject in debate
- Enter the meeting while a vote is being taken.
- Leave their seat while a vote is being taken and until the results are declared.
- Where a matter has been discussed in closed session, disclose the content of the matter or substance of deliberations, except as required by law.

Presentations

A member presenting to Council on behalf of a Council committee shall remain at the Member's Chair chair, but:

- A Member presenting on behalf of a delegation, shall take a position away from the Council table.

If a Member persists after having been called to order by the Chair, the Chair shall:

- Forthwith put the motion: "that such Member be ordered to leave his or her seat for the duration of the meeting of the Council".
- Entertain a vote without amendment, adjournment or debate or
- If the Member apologizes at any time, that Member may, by undebated and unanimous vote of Council, be permitted to retake the Member's seat.

3.11 ADJOURNMENT

A motion to adjourn a meeting by any Member shall be in order unless:

- Another Member is in possession of the floor.
- A vote has been called
- Votes are being recorded by the Clerk

The Chair shall adjourn a meeting when:

- A lack of quorum for a meeting is confirmed 15 minutes after the scheduled commencement time
- The Chair has called a recess for lack of quorum that lasted more than 15 minutes
- Quorum has been reduced below 2 Members when Members have been recused by declarations of Conflict of Interest
- A meeting is in session at the hour of 9:00pm
 - Unless a 2/3 majority vote supports a continuation
- A meeting is in session at the hour of 10:00pm
 - After which the Chair shall call a special meeting if needed within 24 hours
- A person ordered to leave a meeting does not leave.

3.12 DELEGATIONS

3.12.1 EARLY RESOLUTION

The Chief Administrative Officer (CAO) or the Clerk shall:

- Determine if an attempt has been made to resolve an administrative or operational matter with the appropriate Department Head, or
- Refer the delegation to the same as needed

3.12.2 REQUEST

Provided that earlier attempts at resolution have failed and subject to the exception below, any person shall be allowed to ask the Clerk for a hearing by Council as a delegation as follows:

- Prior to 12:00 p.m. (Noon) on Wednesday of the week preceding the meeting of Council,
 - In writing, electronically or by hard copy as:
 - Printed, typewritten or legibly written;
 - Clearly setting out the matter at issue and the request being made of Council;
 - Indicating an electronic presentation or otherwise
 - Signed by the name of the writer; and
 - Containing the mailing address, street address, telephone number and email address (where possible) of the writer, and
 - In the case of a petition:
 - Signed by at least two (2) citizens resident in the municipality;
 - Setting out the civic address of each petitioner; and
 - Indicating the name of a spokesperson, his or her mailing address, street address, telephone number and email address (where possible).

Exception: Where a public hearing is held by a Committee pursuant to the Municipal Act, no person shall be permitted to appear otherwise before Council in respect of that matter.

The Clerk's decision on the request to add, deny or defer the matter to an agenda shall be final.

3.12.3 PRESENTATION BY DELEGATION

A delegation shall present its submission to Council or a Committee as follows:

- As indicated on the meeting's agenda
- Electronically, upon prior approved by the Clerk
- Within a 10-minute time frame unless extended or reduced by the Chair
- With the use of visual aids provided that arrangements have been made with the Clerk 1 day prior for the required equipment
- Without
 - speaking disrespectfully of any person;
 - using offensive language; and/or
 - speaking on any subject other than the one at hand
- By withdrawing from the delegation table upon the Chair calling the discussion as concluded.

The Clerk shall advise the meeting when there is one (1) minute remaining. After the presentation, the membership and Department Heads shall:

- As needed, ask questions of clarification from the delegation
- Address questions of Department Heads
- Not enter into debate with the delegation respecting the presentation

3.12.4 LIMITATIONS

There shall be not more than four (4) delegations at any meeting.

The Chair shall:

- Curtail any discussion on the delegation's matter for misconduct
- Determine when the delegation is concluded.

A delegation, once heard, shall not be entitled to be heard either at Council or a Committee on substantially the same matter for a period of twelve (12) months from the date of its first hearing – unless:

Council's decision to deal with a matter is not concluded or substantive changes in the circumstances surrounding the matter have occurred.

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.

GUIDELINE

3.3.2

Municipal Conflict of Interest Act, [section 7](#) states:

7 (1) Where the number of members who, by reason of the provisions of this Act, are disabled from participating in a meeting is such that at that meeting the remaining members are not of sufficient number to constitute a quorum, then, despite any other general or special Act, the remaining number of members shall be deemed to constitute a quorum, provided such number is not less than two. R.S.O. 1990, c. M.50, s. 7 (1).



**REGULAR MEETING OF COUNCIL
AGENDA
MONDAY MARCH XX, 2025 AT 6:00 P.M.**

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

**Zoom Meeting Access: 1-647-374-4685
Meeting ID Code: 871 0409 6506
Passcode: 879124**

- 1. Meeting Called to Order**
- 2. Announce Electronic Participants**
- 3. Adoption of Agenda**
- 4. Disclosures of a Conflict of Interest**
- 5. Presentations and Delegations**
- 6. Adoption of Minutes**
- 7. Notice of Motions**
- 8. Correspondence**
- 9. Standing Committee Recommendations/Reports – Motions**
- 10. Information Reports – Motions**
- 11. By-Laws**
- 12. Old Business**
- 13. New Business**
- 14. Questions from Public Pertaining to Agenda**
- 15. In Camera (Closed) Session**
- 16. Return to Regular Session**
- 17. Motions Resulting from Closed Session**
- 18. Adjournment**



**XX SERVICES COMMITTEE
MEETING AGENDA
MONDAY MARCH XX, 2025 AT 6:00 P.M.**

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

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- 7. Notice of Motions**
- 8. Correspondence**
- 9. Committee Reports**
- 10. In Camera (Closed) Session**
- 11. Return to Regular Session**
- 12. Motions Resulting from Closed Session**
- 13. Adjournment**



INFORMATION REPORT

PREPARED FOR: CORPORATE SERVICES COMMITTEE

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

TITLE: FIREWORKS WITHIN THE TOWN OF MATTAWA

DATE: MONDAY MARCH 3, 2025

REPORT NO: R03-25-CORP

BACKGROUND

At a Corporate Services Committee meeting last year, Council brought up the discussion of selling and setting off fireworks within the municipality. Council wanted a report and draft by-law prohibiting both the sale and setting off fireworks within the municipality. A report and draft by-law were done and presented at the Corporate Services Committee meeting on October 2nd of 2023.

ANALYSIS & DISCUSSION

The Committee members reviewed the draft by-law and were in approval of the by-law. The Committee members wanted the draft by-law circulated to our surrounding municipalities, Mattawan and Papineau Cameron Township to make them aware of what they were doing and for their support. I sent an email with a copy of the draft by-law and set fines to the Crown Counsel, Crown Law office of the Ministry of the Attorney General in Toronto for their approval of the set fines. I received an email from them one week later advising me they have reviewed the attached draft by-law only insofar as it relates to the proposed set fine application, and it all looks good.

I sent emails to Mattawan and Papineau Cameron Township with a copy of the draft by-law and set fines and asked them to share it with their Council. I did receive an email with a resolution of non support from Mattawan Township. I received an email from Papineau Cameron Township advising it was forwarded to the CAO should he choose to bring it to Council. I never did hear back from them.

FINANCIAL IMPLICATIONS

RELEVANT POLICY/LEGISLATION

Explosives Act, Fire Protection and Prevention Act.

ATTACHMENTS

Proposed By-law, Email correspondence from area municipalities and Ministry of the Attorney General.

RECOMMENDATIONS/RESOLUTION

That the Corporate Services Committee receives Report number R03-25-CORP and distributes the recommended changes to Council for adoption.

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.

**THE CORPORATION OF THE TOWN OF MATTAWA
BY-LAW NO. 2023-XX**

BEING A BY-LAW to Regulate the Sale, Possession, Use, Setting Off, Ignition, and/or Discharge of Fireworks Within the Town of Mattawa

WHEREAS Section 120 of the Municipal Act, 2001, S.O. 2001, c.25, as amended provides that a local municipality may prohibit and regulate the manufacture, storage, keeping and transportation of dangerous substances and explosives in the municipality; and that a by-law may require a permit and may impose conditions for obtaining, continuing to hold and renewing the permit including requiring the submission of plans;

AND WHEREAS pursuant to section 121, subsection (a) of the Municipal Act, 2001 S.O. 2001, chapter 25, as amended, provides that a local municipality may prohibit and regulate the sale of fireworks and the setting off of fireworks;

AND WHEREAS pursuant to section 121, subsection (b) of the Municipal Act, 2001 S.O. 2001, chapter 25, as amended, provides that a municipality may prohibit the sale of fireworks and the setting off of fireworks unless a permit is obtained from the municipality for those activities and may impose conditions for obtaining, continuing to hold and renewing the permit, including requiring the submission of plans;

AND WHEREAS the Fire Protection and Prevention Act, 1997, S.O. 1997, c.4, s.7.1 (1) (a) provides that a Council of a Municipality may pass By-laws regulating the prevention and spreading of fires;

AND WHEREAS sections 425, 426 and 429 of the Municipal Act, 2001 S.O. 2001, chapter 25, states a municipality may pass By-laws providing that a person who contravenes a By-law of the municipality passed under this Act is guilty of an offence, no person shall hinder or obstruct, or attempt to hinder or obstruct, any person who is exercising a power or performing a duty under this Act or under a By-law passed under this Act and a municipality may establish a system of fines for offences under a By-law of the municipality passed under this Act;

AND WHEREAS Section 435, 436, 437 and 438 of the Municipal Act, S.O. 2001, c.25, as amended set out additional powers and restrictions regarding the power of entry.

AND WHEREAS the Council of the Corporation of the Town of Mattawa deems it desirable and in the best interests of the municipality to regulate the discharge of fireworks within the Town of Mattawa and to require a permit for certain firework displays;

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

1. DEFINITIONS:

For the purpose of this By-law, the following definitions shall apply:

1.1. "Authority Having Jurisdiction" means the individual authorized by Natural

Resources Canada to authorize fireworks displays and the Fire Chief of the Town of Mattawa.

- 1.2. "Burning Ban" and "Municipal Burning Ban" means the cancellation of the issuance of fire permits issued for all open air burning by the Municipality or its Fire Chief.
- 1.3. "Council" means the Council of the Corporation of the Town of Mattawa.
- 1.4. "Competent Person" means a person who is at least eighteen (18) years of age.
- 1.5. "Explosives Act (Canada)" means the Explosives Act, R.S.C. 1985, c. E-15 as amended from time to time.
- 1.6. "Fire Chief" means the Chief, or their designate, of the Town of Mattawa Fire Department.
- 1.7. "Fireworks" shall consist of the following devices:
 - (i) "Display Fireworks" means a device or devices classed by the Canadian Explosives Regulatory Division of the Ministry of Natural Resources, or any other similar or successor agency of government, as high hazard fireworks, and recognized as class 7.2.2/F.2 under the *Explosives Act*, (C.R.C., 599), for recreation, being of the type generally used at public gatherings.
 - (ii) "Family Fireworks", also known as "Consumer Fireworks", means a device or devices recognized as class 7.2.1 fireworks under the *Explosives Act*, (C.R.C., 599), and any device capable of ignition and explosion or burning for display, sold to the public without necessity for licensing by provincial or federal laws or regulations.
 - (iii) "Firecrackers" means a noise producing device which uses a chemical compound and fuse, and which are designed and used primarily as noise makers. For the purpose of this by-law, Christmas crackers and caps used in cap pistols shall not be deemed to be "firecrackers".
 - (iv) For the purposes and provisions of this By-law "Firecrackers" will be classified as "Family Fireworks"
- 1.8. "Fireworks Supervisor" shall mean a person holding a current certification as a Fireworks Supervisor under the authority of the Explosives Act and has the skill and ability to safely set up and supervise the discharge of fireworks at a public display, as approved by the Fire Chief, or their designate.
- 1.9. "Municipal Fire Ban" means absolutely no setting off of any class of Fireworks but does not include the use of propane or naphtha gas cooking equipment equipped with a shut off mechanism.

- 1.10 “Municipal Law Enforcement Officer” shall mean a by-law enforcement Officer appointed by Council.
- 1.11 “Municipality” means the Municipality of the Town of Mattawa.
- 1.12 “Owner” means any person in care and control of a property and shall include, but is not limited to, the registered property owner, property owners’ agent(s) and representative(s), rental management company staff, and/or tenant or tenants of a property.
- 1.13 “Officer” means a By-law Enforcement Officer, the Fire Chief and their designate, and shall mean any Law Enforcement Officer or Provincial Offences Officer, whether local, provincial, or federal, operating in an enforcement capacity in the Municipality, or within the Municipal borders, and may include, but is not limited to, the Ontario Provincial Police (OPP) and the Royal Canadian Mounted Police (RCMP).
- 1.14 “Permit” means written permission issued by the Town of Mattawa pursuant to this By-law.
- 1.15 “Person” includes a partnership, a corporation and a natural individual where a person is over the age of eighteen (18) years, “Person” also includes any parent or guardian of a minor.
- 1.16 “Set off” includes any method of detonating or igniting fireworks.
- 1.17 “Sell” includes offer for sale, cause or permit to be sold and to possess for the purpose of sale and the words “selling” and “sold” have a similar meaning.

2. SALE OF FIREWORKS

- 2.1 No person shall sell Fireworks or Firecrackers, either Family Fireworks or Display Fireworks, or any class thereof, within the Municipality at any time.

3. POSSESSION OF FIREWORKS

- 3.1 No person shall possess Fireworks or Firecrackers either Family Fireworks or Display Fireworks, or any class thereof, within the Municipality at any time.
- 3.2 Notwithstanding Section 3.1, a person may possess Display Fireworks where a permit has been issued pursuant to this By-law. A permit shall be in the form as set out in Schedule “A” of this By-law.

4. SETTING OFF FIREWORKS

- 4.1 No person shall set off Fireworks or Firecrackers, either Family Fireworks or Display Fireworks, or any class thereof, within the Municipality at any time.
- 4.2 The owner shall be held responsible for the setting off of fireworks that occurs on a property.

- 4.3 The owner shall be held responsible for Property damage or injury caused by the setting off of fireworks that occurs on a property.
- 4.4 Notwithstanding Section 4.1 a person may set off Display Fireworks where a permit has been issued pursuant to this By-law. A permit shall be in the form as set out in Schedule "A" of this By-law.

5 DISPLAY FIREWORKS

- 5.1 No Person shall set off Display Fireworks without first being issued a permit to do so signed by the Fire Chief or their designate.
- 5.2 Display Fireworks shall only be set off by a person(s) who holds a valid Fireworks Supervisor certificate, or equivalent thereof, or under the supervision of a person who is qualified and certified for such purpose, to the satisfaction of the Fire Chief or their designate.
- 5.2 Permit applications shall be submitted no less than thirty (30) working days (Saturday, Sundays, Statutory holidays and on days in which the Town office is closed are excluded) prior to the proposed event and shall include the following information;
- (i) a site plan to approximate scale showing direction of firing, spectator viewing area, separation distances, positioning of ramps and mortars, significant ground features, roads, public rights of way, buildings or structures, overhead obstructions and parking areas.
 - (ii) A statement of intent describing the event date, time schedule of the events, a description of fireworks, including type, size and quantity, firing procedures and emergency response procedures.
 - (iii) Written permission from the owner where the display is to be held.
- 5.3 Each Permit application shall state the name of the corporation, service club, association, or group to whom it is to be issued, the purpose of the display, the place and date at which and on which it may be held, and the name of the person under whose supervision it shall be held. The applicant will provide a written request for consideration to the Fire Chief, who will review the application and make recommendations. A copy of the Permit Application form is attached hereto as Schedule 'A'.
- 5.4 A Display Fireworks Permit may only be issued to a service club, corporation, association, or group. Any special conditions imposed by the Fire Chief to promote health and safety of the public at the event shall be listed on the permit.
- 5.5 Every applicant shall provide with the Permit application proof of liability insurance for a minimum coverage of Five Million Canadian dollars (\$5,000,000.00 CA) with the Town of Mattawa to be named as an additional insured.
- 5.6 A Display Fireworks Permit may only be issued for the purpose of celebrating Victoria Day, Canada Day, Civic Holiday, Labour Day, or any special day

established by Council.

- 5.7 The Fire Chief has absolute discretion in granting approval and may solicit additional information from the applicant to complete an accurate assessment of the request.
- 5.8 The Fire Chief may impose conditions for approval as he considers necessary to ensure the safety of the public.

6 GENERAL

- 6.1 The discharge of Display Fireworks or any class of Fireworks may be suspended by order, whether verbal or written, of the Fire Chief or their designate, if in the opinion of the Fire Chief or their designate, they deem that it poses a threat to human life and/or property.
- 6.2 A Bylaw Enforcement Officer, the Fire Chief or their designate, Law Enforcement Officer and/or a Police Officer is an Officer for the enforcement of this By-law.
- 6.3 No person shall hinder, interfere, and/or obstruct an Officer while carrying out their duties while enforcing this By-law.
- 6.4 Where an Officer has reasonable grounds to believe that an offence under this By-law has been committed by a person(s), the Officer may require the name, address, and proof of identity of that person(s) and the person(s) shall supply the required information.

7 Fees

- 7.1 The fees for obtaining a permit shall be as set out in the Town of Mattawa Consolidated Fees and Charges, By-law as amended.
- 7.2 The fees for an inspection by the Fire Chief or their designate, when required shall be set out in the Town of Mattawa Consolidated Fees and Charges, By-law as amended.

8 Powers of Entry

- 8.1 An officer may enter onto land at any reasonable time for the purpose of carrying out an inspection to determine whether or not the provisions of this By-law are being complied with.
- 8.2 Where an inspection is conducted by the Town, an officer may:
- i) Require the production for inspection of documents or things relevant to the inspection.
 - ii) Inspect and remove documents or things relevant to the inspection for the purpose of making copies or extracts.
 - iii) Require information from any person concerning a matter related to the inspection including their name, address, phone number and identification.

8.3 Every owner or person occupying the property shall permit an Officer to inspect any land for the purposes as set out in this By-law. An Officer may be accompanied by a person under the Officers direction.

9 PENALTY

9.1 Any person who contravenes any provision of this By-law is guilty of an offence and upon conviction is liable to a fine as provided for in the Provincial Offences Act, R.S.O. 1990, Chapter P.33, as amended, as per Schedule "B" attached hereto and forming part of this By-law.

9.2 Every person who contravenes or who causes or permits a contravention of any provision of this By-law is guilty of an offence.

9.3 Every director or officer of a corporation who knowingly concurs in the contravention of any provision of this By-law by the corporation is guilty of an offence.

9.4 A person, other than a corporation, convicted of an offence under this by-law, is liable, on a first conviction, to a fine of not more than \$10,000 and, on any subsequent conviction, to a fine of not more than \$25,000.

9.5 A corporation convicted of an offence under this By-law, is liable, on a first conviction, to a fine of not more than \$50,000 and, on any subsequent conviction, to a fine of not more than \$100,000.

10 EFFECTIVE DATE

This By-law shall come into full force and effect upon its final passage.

11 REPEAL

That By-law No. 68-24 is hereby repealed in its entirety.

READ A FIRST AND SECOND TIME this ____ DAY OF _____, 2023.

READ A THIRD TIME AND FINALLY PASSED this ____ DAY OF _____ 2023.

Mayor

Clerk

Schedule "A" of By-Law No. 23-xx
DISPLAY FIREWORKS EVENT APPROVAL FORM

Name of Applicant (print): _____

Address: _____

Telephone/ E-mail: _____

Supervisor's Certificate number: _____

Class: _____ Expiry date: _____

Company (if applicable): _____

Address: _____

Telephone/ E-mail: _____

Sponsoring organization (if applicable); _____

Address: _____

Event location: _____

Date(s): _____

Name of Insuring agency: _____

Amount: _____

Address: _____

Telephone/ E-mail: _____

Place and method of fireworks storage on site: _____

Signature of Supervisor in Charge: _____ Date: _____

Permission of local Authority having Jurisdiction

Name (print): _____

Title: _____

Organization: _____

Address: _____

Telephone/ E-mail: _____

Site plan attached: Yes No

Event description attached: Yes No

Signature of Authority having Jurisdiction: _____

Date: _____

Comments: _____

Schedule "B" to By-law No. 23-xx

THE CORPORATION OF THE TOWN OF MATTAWA-SET FINES
PART 1 PROVINCIAL OFFENCES ACT BY-LAW NUMBER 2023-??

Being a By- Regulate the Sale, Possession, Use, Setting Off, Ignition, and/or Discharge of
Fireworks Within the Town of Mattawa

Item	Column 1 Short Form Wording	Column 2 Provision Creating or Defining Offence	Column 3 Set Fine
1.	Sell fireworks within the Municipality	Section 2.1	\$500.00
2.	Sell firecrackers within the Municipality	Section 2.1	\$500.00
3.	Possession of fireworks within the Municipality	Section 3.1	\$250.00
4.	Possession of firecrackers within the Municipality	Section 3.1	\$250.00
5.	Set off fireworks within the Municipality	Section 4.1	\$400.00
6.	Set off firecrackers within the Municipality	Section 4.1	\$400.00
7.	Set off Display fireworks without a permit	Section 5.1	\$400.00
8.	Hinder, interfere and/or obstruct an Officer while carrying out their duties	Section 6.3	\$500.00

NOTE: The Penalty Provision for the offences indicated above is Section 9, of By-law No.2023-xx.

From: [Joanne Montreuil](#)
To: [Wayne Chaput](#); admin@papineaucameron.ca
Cc: [Paul Laperriere](#)
Subject: RE: Mattawa (Town) Draft By-law 2023-XX - Fireworks: Review
Date: Friday, November 10, 2023 11:43:22 AM
Attachments: [image001.png](#)
[Resolution 2023-128 Mattawa Fireworks By-Law.pdf](#)

Good morning Wayne,
Attached is the resolution that was passed at last night's Council meeting.
Thank you,
JoAnne Montreuil,
Clerk Treasurer,
Municipality of Mattawan

From: Wayne Chaput <wayne.chaput@mattawa.onmicrosoft.com>
Sent: October 24, 2023 9:07 AM
To: admin@papineaucameron.ca; Joanne Montreuil <admin@mattawan.ca>
Cc: Paul Laperriere <cao@mattawa.ca>
Subject: FW: Mattawa (Town) Draft By-law 2023-XX - Fireworks: Review

Good morning Vanessa and JoAnne
As discussed on the phone, the Town of Mattawa has drafted a new Fireworks By-law and will be passing it this year. Council wanted to share it with our neighbouring municipalities to make them aware of what we will be doing.
Should you have any questions don't hesitate to contact me.
Thank you,



Wayne Chaput, MLEO (C) CPSO
By-Law & Property Standards Officer
160 Water Street
P.O. Box 390
Mattawa, ON
Tel: 705-744-5611
Fax: 705-744-0104
Email: wayne.chaput@mattawa.ca

From: CLOC SetFines (MAG) <CLOC_SetFines@ontario.ca>
Sent: Friday, October 20, 2023 7:21 AM
To: Wayne Chaput <wayne.chaput@mattawa.onmicrosoft.com>; CLOC SetFines (MAG) <CLOC_SetFines@ontario.ca>
Cc: Paul Laperriere <cao@mattawa.ca>
Subject: Mattawa (Town) Draft By-law 2023-XX - Fireworks: Review

Good morning Wayne,

I have reviewed the attached draft by-law *only insofar as it relates to the proposed set fine application*. It all looks good!

When you send in the formal set fine application, please attach to this email trail so I'm

reminded I've done this review.

Thank you,

Melissa Adams (she/her)

Crown Counsel, Crown Law Office - Criminal
Municipal Set Fines

Ministry of the Attorney General

720 Bay Street, 10th Floor

Toronto, ON M7A 2S9

289-707-3139 | CLOC_SetFines@ontario.ca



From: Wayne Chaput <wayne.chaput@mattawa.onmicrosoft.com>

Sent: October 13, 2023 11:17 AM

To: CLOC SetFines (MAG) <CLOC_SetFines@ontario.ca>

Cc: Paul Laperriere <cao@mattawa.ca>

Subject: Review of Draft By-law

CAUTION -- EXTERNAL E-MAIL - Do not click links or open attachments unless you recognize the sender.

To Whom it may concern

I sent this to Devyani and found out she is still on leave. Attached is my proposed Draft By-law to Regulate the Sale, Possession, Use, Setting Off, Ignition, and/or Discharge of Fireworks Within the Town of Mattawa, can you please review and see if anything is missed or needed. I will be bringing this forward to Council soon and just wanted to make sure everything is ok.

Thanks for doing this I appreciate it very much.

Thanks,



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Email: wayne.chaput@mattawa.ca


THE CORPORATION OF THE MUNICIPALITY OF MATTAWAN

DATE November 9, 2023 Resolution No. 2023 - 128

MOVED BY Councillor LAHAYE

SECONDED BY Councillor EDWARDS

BE IT RESOLVED that ~~the~~ the municipality of Mattawan
will not support Draft By Law 2023-14 - Fireworks
Bylaw

CARRIED Mayor Murphy 

DIVISION VOTE

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

From: [Venessa Wilson](#)
To: [Wayne Chaput](#); admin@mattawan.ca
Cc: [Paul Laperriere](#)
Subject: RE: Mattawa (Town) Draft By-law 2023-XX - Fireworks: Review
Date: Tuesday, October 24, 2023 9:56:07 AM
Attachments: [image001.png](#)

Good morning Wayne,

Thank you for sharing. I have read the By-law and passed it along to Jason should he wish to bring it to Council.

Have a great day!

Venessa Wilson

Administrative Assistant

The Corporation of the Township of Papineau-Cameron

Tel: (705) 744-5610

Fax: (705) 744-0434

E-mail : admin@papineaucameron.ca

From: Wayne Chaput <wayne.chaput@mattawa.onmicrosoft.com>

Sent: Tuesday, October 24, 2023 9:07 AM

To: admin@papineaucameron.ca; admin@mattawan.ca

Cc: Paul Laperriere <cao@mattawa.ca>

Subject: FW: Mattawa (Town) Draft By-law 2023-XX - Fireworks: Review

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Email: wayne.chaput@mattawa.ca

From: [CLOC SetFines \(MAG\)](#)
To: [Wayne Chaput](#); [CLOC SetFines \(MAG\)](#)
Cc: [Paul Laperriere](#)
Subject: Mattawa (Town) Draft By-law 2023-XX - Fireworks: Review
Date: Friday, October 20, 2023 7:21:07 AM
Attachments: [image003.png](#)
[Mattawa by-law-2023-xx.docx](#)

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P.O. Box 390
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Tel: 705-744-5611
Fax: 705-744-0104



INFORMATION REPORT

PREPARED FOR: CORPORATE SERVICES COMMITTEE
PREPARED BY: MATHEW GARDINER, CHAIR OF CORPORATE SERVICES
TITLE: COUNCIL REMUNERATION POLICY
DATE: MONDAY MARCH 3, 2025
REPORT NO: R04-25-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. Some concerns shared with the previous chair of Corporate Services were formed around things such as;

- The guaranteed (50%) pay portion of a councillor's salary (Some believe it should be even more geared towards attendance, some less towards attendance),
- Meeting priority (Council meetings vs Council appointed board meetings),
- "Double dipping" (Claiming of travel allowance, and meeting allowance from more than one source for the same meeting), and
- Making the policy less complex to administer for staff.

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.

FINANCIAL IMPLICATIONS

No additional implications at this time.

RELEVANT POLICY/LEGISLATION

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

ATTACHMENTS

Original By-law 24-03, Versions of the amended remuneration for Council from Deputy Mayor Gardiner, Mayor Belanger and Councillor Mick

RECOMMENDATIONS/RESOLUTION

That the Corporate Services Committee receives report number R04-25-CORP and directs the chair to return with a draft version of the Council Remuneration Policy with changes discussed at the next Corporate Services Meeting.

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

CORPORATION OF THE TOWN OF MATTAWA



DATE: MONDAY, FEBRUARY 6TH, 2023

RESOLUTION NO: 23-

MOVED BY COUNCILLOR THIBERT

SECONDED BY COUNCILLOR LEVESQUE

RESOLUTION:

BE IT RESOLVED THAT Council of the Corporation of the Town of Mattawa adopt By-law 23-04 to establish the Remuneration for Members of Council, Committees of Council and its Local Boards to provide for Reimbursement of Expenses.

Recorded Vote – Yes No

Recorded Vote Requested by:

Councillor Gardiner

	Yea	Nay
Mayor Bélanger	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councillor Gardiner	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councillor Sarrazin	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councillor Levesque	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councillor Mick	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councillor Ross	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councillor Thibert	<input checked="" type="checkbox"/>	<input type="checkbox"/>

RA Bélanger

MAYOR

Deferred Tabled Lost Carried

Declaration of Pecuniary Interest:

Disclosed his/her/their interest(s), vacated he/her/their seat(s), abstained from discussion and did not vote

THE CORPORATION OF THE TOWN OF MATTAWA

BY-LAW NO. 2023-04

BEING a by-law to establish the remuneration for Members of Council, Committees of Council and its local boards to provide for reimbursement of expenses.

WHEREAS Section 8 (1) of the Municipal Act, 2001, S. O. 2001, c.25, ("Municipal Act") as amended, provides that the powers of a municipality shall be interpreted broadly so as to confer broad authority on municipalities to enable them to govern their affairs as they consider appropriate, and to enhance their ability to respond to municipal issues;

AND WHEREAS Section 283(1) of the Municipal Act, S. O. 2001, c.25, ("Municipal Act") provides that a municipality may pay any part of the remuneration and expenses of the members of Council, any local board and officers and municipal employees of the municipality;

AND WHEREAS Section 283(2) of the Municipal Act, S. O. 2001, c.25, ("Municipal Act") provides that despite any Act, a municipality may only pay the expenses of members of its Council or of a local board of the Municipality if the expenses are of those persons in their capacity as members and actually incurred or, if the expenses are, in lieu of the expenses actually incurred, a reasonable estimate in the opinion of the Council of the actual expenses that would be incurred;

AND WHEREAS Section 284 of the Municipal Act, S. O. 2001, c.25, ("Municipal Act") provides how the remuneration shall be disclosed each year by an itemized statement on or before March 31;

AND WHEREAS Section 283(7) of the Municipal Act, S. O. 2001, c.25, ("Municipal Act") requires Council to review a by-law passed under subsection 283 (5) at a public meeting at least once during the four-year period corresponding to the term of office of its members after a regular election.

AND WHEREAS Council feels that it is expedient to provide for regular, gradual increases in the remuneration and expenses for Council members;

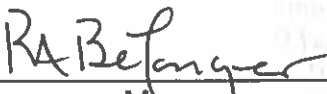
NOW THEREFORE the Council of Corporation of the Town of Mattawa enacts as follows:

1. **THAT** Members of Council shall receive remuneration in accordance with the provisions of Schedule "A" being "Council Remuneration" attached hereto and forming part of this By-law.
2. **THAT** the Treasurer shall make payments to a member of Council for expenses incurred as provided for in Schedule "B", being the "Municipal Travel Expense Policy" attached hereto and forming part of this By-law.

3. **THAT** the Treasurer shall prepare a report of the remuneration and expenses paid to each member of Council in accordance with the provisions of Section 284 of the Municipal Act and the report will be posted on the Municipality's website prior to March 31, of any given year.
4. **THAT** Schedules "A" and "B" can be amended by resolution.
5. **THAT** the "Council Remuneration Schedule" shall be reviewed by Council in the 4th year of each Council term prior to the start of the Nomination Period for the municipal Elections.
6. **THAT** By-law 84-12 and 90-9 are hereby repealed.
7. **THIS** By-law come into force on the day of its final passing.

READ A FIRST and SECOND time this 6th day of February, 2023.

READ A THIRD TIME and FINALLY PASSED this 6th day of February, 2023.



Mayor



Clerk

Schedule "A" to By-law No. 23-04

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	2023 Rate effective January 1, 2023	2024 Rate effective January 1, 2024 (2% increase)	2025 Rate effective January 1, 2025 (2% increase)	2026 Rate effective January 1, 2026 (2% increase)
Mayor	\$16,000	\$16,320	\$16,646	\$16,979
Deputy Mayor	\$12,000	\$12,240	\$12,485	\$12,734
Councillor	\$11,000	\$11,220	\$11,444	\$11,673

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% 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 (includes Committees of Council meetings).

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

3. That per diem rates for lost wages while attending meetings or attending training for municipal business outside of the municipal boundaries, 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".



POLICY:	Municipal Travel Expense Policy
Committee:	TBD
Effective Date:	February 6 th , 2023
Most Recent Revision:	February 6 th , 2023

SCOPE

This policy applies to the Corporation of the Town of Mattawa's Members of Council, Municipal Staff, Board and Committee Members and the Volunteer Fire Department.

POLICY

The policy of the Corporation of the Town of Mattawa is to ensure that all Members of Council, Municipal Staff, Board and Committee Members and the Volunteer Fire Department are reimbursed for the cost of all reasonable business-related travel expenses incurred in the course of their duties.

Allowable expenditures may include airfare, automobile rentals or taxis, parking, hotels and lodging, food and beverages, and any other payments directly related to the business travel.

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

PURPOSE

The purpose of this policy is to establish reasonable rates and procedures for the reimbursement of travel expenses to Members of Council, Municipal Staff, Board and Committee Members and the Volunteer Fire Department while away on municipal business. Members and staff are reminded that travel expenses are being paid for with taxation dollars and they should strive to use funds wisely, frugally and with the utmost care.

PROCEDURE

Eligible Travel Expenses

The Town of Mattawa shall reimburse members and staff for all reasonable and appropriate expenses incurred for travel, meals and accommodations incurred in the course of carrying out their duties and responsibilities as per conditions contained in this policy. For this policy, duties include attending meetings, training (courses, seminars, workshops), and conferences approved by Council Resolution for Council members or by the Chief Administrative Officer (CAO) for staff.

- a) Travel expenses include registration fees; hotel accommodations including lodging services such as Airbnb; transportation including vehicle rental, mileage (kilometres driven with own vehicle), taxi and rideshare services, rail and bus; meals; parking, bridge and road toll charges; and phone call and facsimile charges related to municipal business.
- b) All claims for reimbursement shall be supported by detailed receipts which include details as per items purchased and taxes.
- c) Members of Council shall ensure that travel expenses are in compliance with the Council remuneration By-law, "Schedule A".
- d) Meeting, training and conference registration fees will be reimbursed as per actual costs incurred.
- e) Transportation; parking, bridge and road toll charges; and phone and facsimile charges will be reimbursed as per actual costs incurred.

When travelling on municipal business with another municipality, costs shall be shared on a 50/50 basis.

When two or more members or staff are travelling to the same function, carpooling is encouraged with the exception of Members of Council, Boards and Committees who must ensure that there is not a majority of any Council, Board or Committee in one (1) vehicle at the same time.

- f) Mileage costs, for use of personal vehicle on municipal business, will be reimbursed at the reasonable rate suggested by the Canada Revenue Agency and may change from year-to-year. In January of each year, the Chief Administrative Officer will circulate a memorandum to notify members and staff of the mileage reimbursement rate in force for the new year. The rate for 2023 has been established at \$0.68/kilometre.
- g) Hotel accommodation and lodging costs will be reimbursed as per actual costs incurred. Timing of departure and return must be consistent with time of function. These costs shall only be reimbursed if the traveller cannot reasonably be expected to travel to a function commencing early in the morning (on the day of the function), to return at the conclusion of the function (on the same day), or to travel to or return from a function due to weather conditions. Legitimate reasons for early/late departure/return shall be authorized by the CAO.

Although most hotels provide free internet access, should internet not be provided free of charge, reimbursement for internet charges will be reimbursed as per actual costs incurred.

h) Meals while away on municipal business will be reimbursed as per the daily allowance rates specified below:

- \$20.00 for breakfast;
- \$30.00 for lunch; and
- \$50.00 for dinner.

Meal allowance rates represent reasonable meal costs; therefore, they are not considered to be taxable benefits under the Income Tax Act.

Receipts are required to be retained and submitted by members and staff claiming meal allowances.

In exceptional circumstances, and with the approval of the CAO, a higher amount will be allowed for meal allowances.

Reimbursement for tips made on meal purchases at a maximum of 15% will be reimbursed as long as the total amount of the cost does not exceed the meal allowance rates.

Non-Eligible Travel Expenses

The Town of Mattawa will NOT reimburse for the following:

- a) Costs incurred by Members of Council for political activity associated with election or re-election;
- b) Costs incurred by members of Council for meetings with constituents, other individuals and/or groups as these expenses shall be deemed to be incurred in the discharge of their duties and included in regular remuneration;
- c) Costs incurred for spouses, partners, children, relatives or friends when they are accompanying members and staff on municipal business. Spouses, partners, children, relatives or friends are welcome to join members and staff for travel; however, their expenses shall be segregated from the member's or staff's costs and not submitted for reimbursement;
- d) Costs incurred related to meetings, training, and conferences attended by members and staff for organizations or boards of which the member or staff is not appointed by Council or the CAO;
- e) Meals provided at the meeting, training or conference unless dietary restrictions apply and are not accommodated;
- f) In-room movie rentals;
- g) Laundry or dry-cleaning services;

- h) Alcohol or other controlled substances; and
- i) Costs related to "Companion Programs" being offered to spouses/partners of members and staff at meetings, training and conferences.

Other Expenses

Any other travel expenses not mentioned herein may be reimbursed at the discretion of Council or the CAO.

No Pyramiding

There shall be no pyramiding under this policy and under no circumstance will more than one status apply.

Cancellation Fees

The Town of Mattawa will pay for cancellation fees for legitimate personal and professional purposes upon approval by Council and/or the CAO. Members and staff who are present to attend a meeting which is forced to be cancelled due to unforeseen circumstances or lack of quorum shall be entitled to reimbursement for payment of travel expenses.

Travel Expense Advances

For planned travel, advances may be obtained prior to travel by completing and submitting a request in writing to the CAO. Advances will be calculated based on the estimated costs of travel and shall not exceed seventy-five percent (75%) of the estimated costs and these costs shall be limited to daily per diems, mileage cost and reasonable meal expenditures.

When an advance is received, the person travelling is still required to submit an expense reimbursement claim form with the appropriate receipts. Advances will be deducted from the travel reimbursement claim submitted. In rare cases where advances amount to more than the total of the travel costs, members and staff shall be required to reimburse the municipality in a prompt manner.

Claim Submission and Payment Procedure

- a) Members and staff are responsible for filling out expense reimbursement claim forms and submitting them with signature to the Municipal Office for processing within ten (10) business days following travel/meeting.
- b) When more than one (1) member and/or staff attend the same function, each member or staff shall submit their own expense reimbursement claim form.

- c) The Agenda for the meeting, training or conference function must be attached to the expense reimbursement claim form. Where there is no Agenda, the following details must accompany the claim form:
- Date and Place of Function
 - Start and End time of function
 - Persons present at the meeting
 - Purpose of function

Authorization for Reimbursement

Expense reimbursement claim forms must be approved by the appropriate authorizer prior to the submission of the claim to Accounts Payable. NO claim shall be paid without authorization. Travel claims submitted by Members of Council or Senior Staff shall be approved by the CAO. Travel claims submitted by members of the Volunteer Fire Department shall be authorized by the Fire Chief or designate. Travel claims submitted by the CAO shall be authorized by the Mayor or designate.

Approval of Policy

This policy shall come into force and effect once approved by Council Resolution.

Policy Review

This policy shall be reviewed by Council in the 4th year of each Council term prior to the start of the Nomination Period for the municipal Elections.

FORMS

Expense Reimbursement Form

DEPUTY MAYOR GARDINER VERSION

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 (2% increase)	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%~~ 100% 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, VMUT, 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,

DEPUTY MAYOR GARDINER VERSION

- 4. A monthly cell phone allowance for the Mayor shall be payable at 100%.
- 5. That per diem rates ~~for lost wages~~ 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.

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 (2% increase)	2027 Rate effective January 1, 2027 (2% increase)	2028 Rate effective January 1, 2028 (2% increase)	2029 Rate effective January 1, 2029 (2% increase)	2030 Rate effective January 1, 2030 (2% increase)
Mayor	\$16,646	\$16,979	\$17,319	\$17,665	\$18,018	\$18,378
Deputy Mayor	\$12,485	\$12,735	\$12,990	\$13,250	\$13,515	\$13,785
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% 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 (includes Committees of Council meetings **currently being the Corporate Services Committee, the Community Services Committee and the Committee of Adjustment**).
3. **Appointment to Non-Council Committees**
- a. **Members appointed to non-council committees (i.e. Museum, Police Services Board, NBMCA, Library, VMUT, 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,

MAYOR BÉLANGER'S VERSION

4. A monthly cell phone allowance for the Mayor shall be payable at 100%.
5. That per diem rates for while attending meetings or attending training for municipal business outside of the municipal boundaries (further defined as distances greater than 60km 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.

Re: Remuneration Bylaw

From Councillor Mick <councillor.mick@mattawa.ca>

Date Sat 2/8/2025 11:15 PM

To Councillor Gardiner <councillor.gardiner@mattawa.ca>

Hey Matt,

Regarding the honorarium, I think the 50% formula based on the amount of meetings and attendance is a bit complicated. Just pay out the monthly honourarium, and the public can hold individual councillors accountable.

Regarding the expense claims:

-the form is confusing and the layout is flawed.

-the 10 day deadline to submit needs to go, that is stealing time if we don't pay it out.

-I would like to just have the meal allowances included in the total of the remuneration amount,

-more importantly, the meal amounts need to include tips. I think the amounts are fine, but we can't not be tipping servers.

- finally, if we don't have the meal allowances incorporated into the honourarium amount, I'd like to be able to stack our meal allowances. So, if I want to skip breakfast and spend \$100 on dinner, that would be allowed.

Loren

On Feb 7, 2025 15:31, Councillor Gardiner <councillor.gardiner@mattawa.ca> wrote:
Hello Everyone,

The Corporate Services Committee was presented with a small report from myself at the January 6th Meeting.

At this meeting, updates/changes to our council remuneration policy were discussed.

At the direction of the committee, I am reaching out for you to submit your thoughts, and any proposed changes you would like to see made to the policy so the committee can begin working on the fine tuning of it in the coming meetings.

In keeping with rules surrounding holding a private meeting, please forward your response to only myself, Paul or Amy (Don't Respond All) to be sure they are included in the conversations at the next meeting.

Thank you,

Mathew Gardiner

Deputy Mayor, Town of Mattawa

Chair Corporate Services Committee

160 Water St, Mattawa, ON P0H 1V0



INFORMATION REPORT

PREPARED FOR: CORPORATE SERVICES COMMITTEE
PREPARED BY: PAUL LAPERRIERE, CAO/TREASURER
TITLE: UPDATES IN FINANCE, HR & GENERAL GOVERNMENT
DATE: MONDAY MARCH 3, 2025
REPORT NO: R05-25-CORP

BACKGROUND

ANALYSIS & DISCUSSION

FINANCE:

With the recent completion of the 2022 and 2023 audits, the 2022 and 2023 FIRs were submitted to the province. We are now working on finalizing 2024-year end, the audit for which is scheduled for the week of March 17, 2025.

This should pave the way for a presentation to Council in late April/early May and a submission of the 2024 FIR before the May 31, 2025, deadline – our goal.

With respect to the audit, our contract with Baker Tilly is expired and we are currently year to year. At this point, the Town is satisfied with the services received and would be favourable to having them also appointed for 2025. Council has final decision, however, as to whether to reappoint or to tender the audit.

We are also working on the 2025 budget and hope to have a presentation to Council by the end of March.

Interim tax billing has gone out at 50% of the 2023 final taxes as per the bylaw. The final taxation rate will be based on the approved budget.

Water rates were established last Council meeting and will be implemented March 1, 2025.

HUMAN RESOURCES:

Vacancies:

Parks and Recreation Supervisor

- Interview slated for March 3, 2025

Front office Clerk

- Currently filled by Executive Assistant

I/T

- Need to find 3rd party consultant

Leaves:

- 1 employee on WSIB leave
- 2 employees on LTD
- 1 employee on a gradual return to work plan

We have been fortunate in securing 3 short-term employees to fill-in for those on leave.

Working on behalf of the Town is a professional 3rd party HR consultant, Ward Jones, who has agreed to continue representing the Town on various HR matters throughout 2025.

GENERAL GOVERNEMENT:

Council Chambers:

Rental rates

For 2025, we've increased our rental fees for residents (\$125) and non-residents (\$175) from the previous \$100 for either.

Setup (I/T)

We've been working with a North Bay company who have gone dormant on us and have not returned calls. With there being no local alternatives, we are now expanding our search area to include larger centres (Sudbury, Barrie, Ottawa etc.). We will also connect with area municipalities (i.e. East Ferris) who have recently made similar investments.

2025 Upcoming Conferences:

FONOM

FONOM is in North Bay this year, May 5 – 7, 2025. Currently registered are Mayor Bélanger, Deputy-Mayor Gardiner, Councillors Mick and Bigelow and the CAO.

AMO

AMO is in Ottawa again this year, Aug 17 – 20, 2025. Currently registered are Mayor Bélanger, Councillors Mick and Bigelow and the CAO.

Strategic Plan

The Organizational Review identified a series of action items which Council directed the CAO to oversee. To date, the following have been accomplished:

- Governance Policies and Procedures
- Hiring of Director of Community Services
- Hiring of Fire Chief
- Hiring of Executive Assistant
- Administrative Policies and Procedures (Policies done; Procedures in final edit).
- Development of strategic projects (Dorion-underway, Mattawan Street - complete).

Next is the development of a strategic plan. While the Organizational Review is a great foundation, it is not, in and of itself, a strategic plan. The intent is to have a stand-alone document put together by a committee with the help of Integrity Management Consulting Group (IMCG) whom the Town has previously committed to working with on this document.

It is recommended that a Strategic Plan committee be formed to develop a draft for full Council approval and further that the committee consist of:

- i) Mayor
- ii) Chairs of the Standing Committees

- iii) CAO
- iv) Andre Clement, IMCG

FINANCIAL IMPLICATIONS

RELEVANT POLICY/LEGISLATION

ATTACHMENTS

RECOMMENDATIONS/RESOLUTION

That the Corporate Services Committee receives Report number R05-25-CORP.

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



INFORMATION REPORT

PREPARED FOR: CORPORATE SERVICES COMMITTEE
PREPARED BY: MATHEW GARDINER, CHAIR OF CORPORATE SERVICES
TITLE: COUNCIL VACANCY POLICY
DATE: MONDAY MARCH 3, 2025
REPORT NO: R06-25-CORP

BACKGROUND

In 2024 the Council for the Town of Mattawa was faced with the resignation of councillor Dexture Sarrazin. After council accepted his 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. This process was completed, and council welcomed new member Spencer Bigelow to the table.

ANALYSIS & DISCUSSION

During this process, some councillors (myself included) 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 have 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.

I have attached this policy for consideration, and guidance as we form a draft policy in the coming meetings.

FINANCIAL IMPLICATIONS

No additional implications at this time.

RELEVANT POLICY/LEGISLATION

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

ATTACHMENTS

West Nipissing Council Vacancy Policy

RECOMMENDATIONS/RESOLUTION

That the Corporate Services Committee receives report number R04-25-CORP, and that it directs 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.

BE IT RESOLVED THAT the Corporate Services Committee receives Report # R04-25-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.



THE CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING
LA CORPORATION DE LA MUNICIPALITÉ DE NIPISSING OUEST

BY-LAW 2023/47

**BEING A BY-LAW TO AMEND BY-LAW 2022-27
TO ADOPT THE COUNCIL VACANCY APPOINTMENT POLICY**

WHEREAS pursuant to section 263 of the Municipal Act, 2001, S.O. 2001 c. 25, when the seat of a member of council becomes vacant during the term of office, Council may fill a vacancy by appointing a person who has consented to accept the office if appointed, or requiring that a By-election be held to fill a vacancy in accordance with the Municipal Elections Act, S.O., 1996, c 32.

AND WHEREAS the Council of the Corporation of the Municipality of West Nipissing adopted a policy on June 15, 2022 to govern the process for Council to appoint a person to fill a seat of a member of council that had been declared vacant.

AND WHEREAS Council for the Corporation wishes to amend the said policy

NOW THEREFORE the Council of the Corporation of the Municipality of West Nipissing enacts as follows:

1. That Council hereby approves the amended "Council Vacancy Appointment Policy" attached as Schedule "A" to this Bylaw.
2. That Schedule "A" hereto shall replace Schedule "A" to By-Law 2022-57.

ENACTED AND PASSED JUNE 6, 2023 AS WITNESSED BY THE SEAL OF THE CORPORATION AND THE HANDS OF ITS PROPER OFFICERS.

KATHLEEN THORNE ROCHON
MAYOR

MELANIE DUCHARME
CLERK

AMENDED COUNCIL VACANCY APPOINTMENT POLICY

1. PURPOSE

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

2. APPLICABILITY AND SCOPE

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

3. BACKGROUND

3.1 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.

3.2 Following the consideration of a report to Council on May 2, 2023, Council chose to conduct the selection for the filling of a vacancy of a member of Council through Appointment of Applicants, in accordance with the provisions of the *Municipal Act, 2001*.

3.3 In order 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.

4. POLICY STATEMENTS

The Municipality of West Nipissing is committed to an open, accountable and transparent government. Council, when exercising its responsibility under the Act to fill a vacancy shall observe the following principles:

4.1 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, the process for which is detailed in paragraph (8) eight hereof.

4.2 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 the process herein, to fill the vacancy for the remainder of the council term.

5. DEFINITIONS

5.1 In this policy the following terms shall have the meaning ascribed to them:

5.2 "Appointment" means the appointment of a qualified individual who is a Candidate as defined herein, by majority vote of Council, to fill a vacancy on Council for the remainder of the current Council term.

5.3 "Candidate" means an individual who has submitted a written request to be considered for appointment to fill a vacancy in the office of Councillor as of the date of this policy being enacted, having met the eligibility requirements of the Municipal Elections Act, 1996.

5.4 "Lot" means a method of determination the name of each Candidate shall be placed on five (5) equal size pieces of paper of the same colour and folded in half. Such five folded pieces of paper for each Candidate that is subject to section 1.7.6 shall be placed in an opaque container whereupon the Clerk or the Clerk's designate will draw one piece of paper. The name of the Candidate on the piece of paper drawn by the Clerk or Clerk's designate shall be the selected Candidate as contemplated in section 1.7.7.

6. APPLICATION PROCEDURE

6.1 Immediately following the declaration of vacancy and resolution detailed in Section 4.1, the Clerk shall post a Council Vacancy Notice (Appendix A) on the municipality's website (www.westnipissing.ca) and in a local newspaper having a circulation sufficient to meet the timelines stipulated in the Notice for a minimum of two (2) consecutive weeks following Council's decision to fill a vacancy by appointment.

The notice shall indicate Council's intention to appoint an individual to fill a vacancy and shall outline the nomination process.

- 6.2. Interested persons will be required to complete a Consent of Nominee form and a Declaration of Qualification (obtained from the Municipal Clerk), provide personal identification showing their name and qualifying address within the Municipality of West Nipissing, and may be required to provide a written response to specific questions as may be determined by Council. Interested persons will also be required to provide written endorsement of his or her nomination by at least twenty-five (25) electors who are eligible to vote in the Municipality;
- 6.3 Applicants are referred to hereinafter as Candidates.
- 6.4 Candidate(s) may submit, to the Clerk, a personal statement of qualification for consideration of Council. Personal statements shall be typewritten on 8 ½" X 11" paper not exceeding two pages in length and will include the Candidate name and address. Statements that do not comply shall not be included in the Council meeting agenda or provided to Council by the Clerk. Candidates will be advised of the deadline for submission of a personal statement.
- 6.5 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;
- 6.6. A deadline will be established for filing the Consent of Nominee and Declaration of Qualification, as determined by Council in consultation with the Clerk;
- 6.7 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;
- 6.8 The Clerk will create a list of all Candidates and publicly post said list on the Municipality's website and at the Municipal Office. This list will be updated as applications are received, once deemed complete by the Clerk;
- 6.9. Notwithstanding the requirement of the Municipality's Procedural By-law, 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 the following:
 - a. A certified list of all Candidates listed in alphabetical order, by last name;
 - b. Any personal statement of qualification for consideration of Council;
- 6.10 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 Municipality'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.

7. FILLING A VACANCY FOR THE POSITION OF MAYOR

- 7.1 Any member of Council wishing to be considered for the appointment to a vacancy for the Mayor's position, may do so. He or she shall advise the Clerk, in writing, and shall file the necessary documentation outlined in paragraph 6.2 and 6.4, above, within the stipulated timelines set out in the Council Vacancy Notice.
- 7.2 Any member of Council seeking appointment to the position of Mayor shall declare a pecuniary interest.
- 7.3 A vote to fill a vacancy of Mayor by appointment shall occur at an open Council Meeting in accordance with section 8 of this By-Law;
- 7.4 Should the council member be successful; the then vacant seat of the Councillor shall be filled in accordance with the provisions of this Policy.

8. PROCEDURE AT APPOINTMENT MEETING OF COUNCIL

- 8.1 At the Appointment Meeting which may be at a Regular or Special Meeting of Council, the Presiding Officer shall make a brief statement to outline the purpose of the meeting and the order of proceedings;

8.2 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”

8.3 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 will return to a separate room until all Candidate interviews are complete.

8.4 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 ten (10) minutes. The order of speaking will be alphabetical by last name.

8.5 Each member of Council will be allowed no more than one question to each Candidate and responses from Candidates shall be limited to a maximum of two (2) minutes per question;

8.6 Upon hearing all Candidate submissions, Council will proceed to vote, by way of a public ballot vote, similar to the Ranked Voting process, in rounds of voting as follows;

- a. Candidate names will be displayed on the Council Chamber viewing screen and shall be displayed in alphabetical order, by last name for use in a public tally of votes;
- b. Each of the pieces of paper to be used as either ballots, or to be used by the Clerk to draw names in accordance with Section 7(m) (i)(ii) will be equal in size and type;
- c. Only the Clerk or Clerk’s designate may handle the papers, ballots and Container referenced in this procedure, save and except the Members being permitted to mark their ballots;
- d. Ballots will be provided to Members of Council in the form of a voting card on which to indicate their choice of Candidate in writing; and all voting cards shall be of identical size, paper quality, and colour and shall be pre-printed with the Member’s name and a place to be initialed by the Member;
- e. The first-round ballots may contain the name of each Candidate, in alphabetical order by surname and have a box immediately preceding the surname in which the Member of Council may mark an “X” beside the name of the Candidate of their preference;
- f. All subsequent ballots shall be in the form described in (d) above however will not contain any Candidate names in a pre-printed format;
- g. The Clerk will ask Members of Council to vote by clearly printing the name of their preferred Candidate on the ballot, initialing the ballot for authentication purposes, folding the ballot and returning it directly to the Clerk;
- h. Any Round One ballot marked with more than one “X”, or any subsequent round ballot that is not legibly printed, or any ballot that does not contain the authentication initials of the Member of Council shall be considered a spoiled ballot and shall not be included in the tally;
- i. The Clerk will read aloud the Member’s name and selected Candidate and announce the tallies of all votes, while maintaining the tally on the viewing screen;
- j. If the Candidate receiving the greatest number of votes cast does not receive more than one-half the votes of all voting Members of Council, the Candidate or Candidates who received the fewest number of votes shall be excluded from consideration;
- k. 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;
- l. The process shall be repeated until the Candidate receiving the greatest number of votes has also received more than one-half of the votes of the voting Members of Council;
- m. In the event the votes cast are equal for all Candidates:
 - i. If there are three or more Candidates remaining, the Clerk shall by lot select one such Candidate to be excluded from subsequent voting;
 - ii. If only two Candidates remain, the tie shall be broken and vacancy shall be filled by the Candidate selected by lot, as conducted by the Clerk, wherein the first name drawn shall be declared the successful Candidate;

- 8.7 Upon conclusion of the voting, the Clerk will declare to be elected the Candidate receiving the votes of more than one-half of the number of voting Members, or as provided in 19(m)(ii);
- 8.8 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;
- 8.9 The Minutes of the Appointment Meeting shall include a full disclosure of all voting results, including the name of each Member of Council and their selected Candidate in any and all voting rounds.



Appendix A

PUBLIC NOTICE

MUNICIPALITY OF WEST NIPISSING

MUNICIPAL COUNCIL VACANCY

TAKE NOTICE THAT a vacancy exists on the Municipality of West Nipissing Council for one (1) Council Position for _____ [state position ie) Mayor or Councillor for Ward ____]. Council has determined that it wishes to fill this vacancy through **SELECTION BY NOMINATION AND APPOINTMENT** in accordance with the Municipality of West Nipissing 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 Municipality of West Nipissing, or an owner or tenant of land in 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),
- personal identification showing their name and qualifying address within the Municipality of West Nipissing, and
- written endorsement of his or her nomination by at least twenty-five (25) electors who are eligible to vote in the Municipality;

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.)

Applicants must also submit to the Clerk a personal statement of qualification for consideration of Council. Personal statements will be typewritten in a 12-point font on letter size (8 ½" x 11") paper, shall not exceed two (2) pages in length, and will include the Applicant's name and address. Statements that do not meet these requirements shall not be included in any Council meeting agenda or provided to Council by the Clerk.

Certified registered Applicants will be afforded the opportunity to address Council for a period of not more than ten (10) minutes and then will be asked questions by Council in an open Special Council Meeting to be held on [date and time] pm in accordance with the policy for that Special Council Meeting.

The Council Vacancy Policy and application package are available on the Municipality's website at www.westnipissing.ca or at the Municipal Office, 225 Holditch Street, Sturgeon Falls, ON P2B 1T1.

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

Melanie Ducharme, Municipal Clerk
225 Holditch Street,
Sturgeon Falls, ON P2B 1T1
mducharme@westnipissing.ca

The Municipality of West Nipissing is committed to providing a barrier free workplace. If accommodation is required during the selection or interview 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: DEXTURE SARRAZIN, DIRECTOR OF COMMUNITY SERVICES
TITLE: TECHNOLOGY UPDATE
DATE: MONDAY MARCH 3, 2025
REPORT NO: R07-25-CORP

BACKGROUND

Technology Update for the Committee

ANALYSIS & DISCUSSION

Over the last few weeks, we have been working on rolling out the new Town of Mattawa Website. The new website went live on February 25th and has received great reviews for its added functionality. Community News, events, alerts, by-law and meeting manager, and so much more. In the coming days, our hope is to finalize our burn permit module that will allow for residents to apply, pay and receive their burn permit online. In 2025, the website our new front door, the place where residents and newcomers will go to find the most up-to-date information about the Town.

Over the last year, we have been working with a vendor to design and install the council chamber with audio and video recording. This vendor has proved to be strong in the delivery of sound options but has struggled with the video options. It is our hope that we have this resolved in the coming months and final quote is received for our council chambers installation. We will be working to find a vendor more suitable for this project.

Town Server and Network Infrastructure throughout our sites is not great. Although functional, with the increase in use of technology, we will be working to improve both the server setup and backups at Town Hall as well as the networks at our other sites. Northern Rural Networks, a regional wireless provider, has reached out to see how they can help. As for our servers, we have 2 servers, 1 that manages our municipal software and 1 that manages our files, we will be working to retire both servers and move these services to a cloud provider. The cloud provider will offer better redundancy and accessibility to our services when working in any location.

Councillors will soon receive their new Chromebooks. These laptop like devices will be used to connect Councillors to their agendas, minutes, correspondence and meetings virtually.

Community Services staff will soon receive tablets to help them manage their inspection work throughout Town. These tablets will be equipped with electronic inspection forms designed to collect information like daily site inspections, safety inspections, vehicle logs, incident reports, and much more.

Our new phone system is live at Town Hall. When calling any of our sites, you are redirected to our calling system that helps people direct their calls to right place. This system allows us to have different messages when we are open and closed, allows us to direct people to right place

to get information and allows us to connect them to our after-hours on-call staff directly. So far, this has proved to be a valuable resource in managing calls and the feedback so far has been positive.

Technology changes quickly and it's important for us to ensure that we are not only adjusting to the changes but making sure staff are properly trained and supported through these changes.

FINANCIAL IMPLICATIONS

RELEVANT POLICY/LEGISLATION

ATTACHMENTS

RECOMMENDATIONS/RESOLUTION

That the Corporate Services Committee receives this report.

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



INFORMATION REPORT

PREPARED FOR: CORPORATE SERVICES COMMITTEE
PREPARED BY: WAYNE CHAPUT, CHIEF BUILDING OFFICIAL / BY-LAW ENFORCEMENT OFFICER
TITLE: UPDATES IN BY-LAW & BUILDING DEPARTMENT
DATE: MONDAY MARCH 3, 2025
REPORT NO: R08-25-CORP

BACKGROUND

ANALYSIS & DISCUSSION

BUILDING DEPARTMENT:

The department issued a total of 30 permits last year, and one application for a new build up on Third Street that is still pending. There were 22 permits of the residential type with 8 of the 22 being fence permits and 1 pool permit. There were 7 permits issued for Commercial buildings and 1 permit for a multi-residential building. Two of the commercial permits issued were for the Museum, one for bathroom upgrades and the other was for the installation of a new elevator. The job is progressing well and should be completed by the spring for opening day. There are no permits issued to date for 2025.

BY-LAW DEPARTMENT:

There were 5 By-law investigations for 2024. Three for animal control, with two resulting in tickets being issued under Part 1 of the Provincial Offences Act. There are eight By-law investigations for 2025 to date, two for animal control, two for snow plowing and four for vehicles parked overnight on a street, resulting with 2 parking tickets issued and 3 Notice of Violations being issued.

There were 20 clean yards investigations for 2024, all files were closed with three investigations resulting in having to hire a contractor to carry out all work described in the Orders at the expense of the owners.

PROPERTY STANDARDS:

There were three Property Standards Investigations to date for 2024. Two files were closed and one remains in progress. There are no Property Standards Investigations started yet for 2025.

EMERGENCY MANAGEMENT:

There was a multi community annual exercise event on November 20, 2024 in Calvin Township Office. The exercise focused on overseeing a community evacuation. The Mayor, CAO, Director of Community Services and myself were in attendance for Mattawa.

The *Emergency Management and Civil Protection Act* requires every municipality to have Emergency Management Program and Emergency Response Plan. In the Emergency Management Program, there is a section that requires every municipality to have an Emergency

Management Program Committee. The Program Committee is made up of various organizations such as Police, Fire, Red Cross, Ocwa, EMS, Elected officials and municipal staff. The purpose of the committee is to meet at least once a year to conduct an annual review of the municipality's emergency management program, make recommendations and advise council for its revision if necessary.

A meeting of the Program Committee was held on December 23, 2024 to discuss our emergency response plan and conduct Control Group training. The plan was discussed and minor changes were needed to the plan due to new positions within the municipality. Once these changes have been done the Program Committee will meet again to go over the changes and advise council of its revision.

FINANCIAL IMPLICATIONS

RELEVANT POLICY/LEGISLATION

ATTACHMENTS

RECOMMENDATIONS/RESOLUTION

That the Corporate Services Committee receives this report.

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

DATE: MONDAY MARCH 3, 2025

10.1

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

MOVED BY COUNCILLOR _____

SECONDED BY COUNCILLOR _____

BE IT RESOLVED THAT this Committee proceed in Camera at _____ in order to address a matter pertaining to:

- a) security of the property of the municipality or local board;
- b) personal matters about an identifiable individual, including municipal or local board employees;
- c) a proposed or pending acquisition or disposition of land by the municipality or local board;
- d) labour relations or employee negotiations;
- e) *litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;*
- f) *advice that is subject to solicitor-client privilege, including communications necessary for that purpose;*
- g) *a matter in respect of which a council, board, committee or other body has authorized a meeting to be closed under another Act;*
- h) *information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;*
- i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
- k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

DATE: MONDAY MARCH 3, 2025

11.1

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

MOVED BY COUNCILLOR _____

SECONDED BY COUNCILLOR _____

BE IT RESOLVED THAT the Corporate Services Committee meeting reconvene at _____

p.m.

DATE: MONDAY MARCH 3, 2025

13.1

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

MOVED BY COUNCILLOR _____

SECONDED BY COUNCILLOR _____

BE IT RESOLVED THAT the March 3, 2025 meeting adjourn at _____ p.m.