



**REGULAR MEETING OF COUNCIL
AGENDA
MONDAY SEPTEMBER 22, 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
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- 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 September 22, 2025 be adopted as amended
- 4. Disclosures of a Conflict of Interest**
- 5. Presentations and Delegations**
- 6. Adoption of Minutes**
 - 6.1 Special Meeting of September 8, 2025
 - 6.2 Regular Meeting of September 8, 2025
 - 6.3 To adopt the minutes as presented or amended
 - That Council adopt the September 8, 2025 regular and special minutes
- 7. Notice of Motions**
- 8. Correspondence**
 - 8.1 Various Municipalities (Township of Larder Lake, Town of Cobalt, Town of Petrolia) – Resolution to Extend Firefighter
 - 8.2 City of Brantford – Advocacy for Provincial Scrap Metal & Bail System Reform
 - 8.3 AMO – Advocacy on Automated Speed Enforcement, Federal Development Charges & More
 - 8.4 Strategic Plan Committee – Minutes of August 27, 2025 Meeting
 - 8.5 FONOM – Consultation on Natural Gas Expansion in Ontario
 - 8.6 Municipality of East Ferris – Cassellhome & Castle Arms Board of Directors Resolution

8.7 AMO – Federal Government Launches Build Canada Homes

8.8 Laura Ross – Letter of Appreciation for Recreation Department

9. Standing Committee Recommendations/Reports – Motions

10. Information Reports – Motions

10.1 Strategic Plan Update – Report # 25-49R
Report from Paul Laperriere, CAO/Treasurer

10.2 Pumpkinfest at Explorers Point – Report # 25-50R
Report from Councillor Spencer Bigelow

10.3 Upcoming Changes to Recycling Program – Effective October 1, 2025– Report # 25-51R
Report from Dexture Sarrazin, Director of Community Services

11. By-Laws

11.1 By-Law 25-12 – Amendment of Governance Policies & Procedures of Council
BEING a by-law to amend By-law No. 24-10 being the governance policies and procedures of Council.

11.1 By-Law 25-13 – Amendment of Remuneration for Members of Council
BEING a by-law to amend By-law No. 23-04 being the remuneration for Members of Council, Committees of Council and its local boards to provide for reimbursement of expenses.

12. Old Business

12.1 Renaming of Hurdman Street Request for “Chick Webster”

12.2 Business/Organization Signage Policy

13. New Business

14. Questions from Public Pertaining to Agenda

15. In Camera (Closed) Session

15.1 Mattawa Landfill Site

In accordance with the Municipal Act, 2001 Section 239 (2)(c)

e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board

16. Return to Regular Session

16.1 That the Council Return to Regular Session at _____ p.m.

17. Motions Resulting from Closed Session

18. Adjournment

18.1 Adjournment of the meeting

- That the September 22, 2025 meeting adjourn at _____ p.m.

DATE: MONDAY SEPTEMBER 22, 2025

3.1

THE CORPORATION TOWN OF MATTAWA

MOVED BY COUNCILLOR _____

SECONDED BY COUNCILLOR _____

BE IT RESOLVED THAT the meeting agenda dated Monday September 22, 2025 be adopted as amended to include correspondence item 8.8.

THE CORPORATION OF THE TOWN OF MATTAWA

The minutes of the Special Meeting held Monday September 8, 2025, at 4:00 p.m. in the Dr. S.F. Monestime Council Chambers.

Council Present: Mayor Raymond A. Bélanger
Deputy Mayor Mathew Gardiner
Councillor Fern Levesque
Councillor Loren Mick
Councillor Laura Ross
Councillor Garry Thibert
Councillor Spencer Bigelow

Staff Present: Amy Leclerc, Clerk/Revenue Services Clerk
Paul Laperriere, CAO/Treasurer

*When a recorded vote is requested and the minutes indicate the recorded vote was "Unanimous" it means all Councillors present and noted above voted in favour unless otherwise indicated.

1. Meeting Called to Order

Meeting Called to Order by Mayor Bélanger at 4:00 p.m.

2. Announce Electronic Participants

Clerk announced there was no online participants

3. Adoption of Agenda

3.1 To Adopt the agenda as presented or amended

Resolution Number 25-160

Moved by Councillor Fern Levesque

Seconded by Councillor Laura Ross

BE IT RESOLVED THAT the meeting agenda dated September 8, 2025 be adopted with a change to the order of items on the agenda in order for Council to proceed into a closed (in camera) session before all other Council business.

CARRIED – unanimous

4. Disclosures of a Conflict of Interest

5. In Camera (Closed) Session

5.1 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

5.2 Rosemount Valley Suites Update

In accordance with the Municipal Act, 2001 Section 239 (2)(c)

c) a proposed or pending acquisition or disposition of land by the municipality or local board

5.3 Business Opportunity Update

In accordance with the Municipal Act, 2001 Section 239 (2)(c)

c) a proposed or pending acquisition or disposition of land by the municipality or local board

Resolution Number 25-161

Moved by Councillor Loren Mick

Seconded by Councillor Garry Thibert

BE IT RESOLVED THAT this Council proceed in Camera at 4:02 pm in order to address a matter pertaining to 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.

CARRIED – unanimous

6. Return to Regular Session

6.1 That the Council Return to Regular Session at _____ p.m.

Resolution Number 25-162

Moved by Councillor Mathew Gardiner

Seconded by Councillor Fern Levesque

BE IT RESOLVED THAT the special meeting reconvene at 5:56 p.m.

CARRIED – unanimous

Mayor Bélanger advised the closed session was pertaining to a personnel matter, the Rosemount Valley Suites and a business opportunity.

7. Presentations and Delegations

8. Notice of Motions

9. Standing Committee Recommendations/Reports – Motions

10. Information Reports – Motions

10.1 Annual Rent for Rosemount Valley Suites – Report # 25-43R
Report from Paul Laperriere, CAO/Treasurer

Resolution Number 25-163

Moved by Councillor Fern Levesque

Seconded by Councillor Laura Ross

BE IT RESOLVED THAT Council of the Town of Mattawa receives report # 25-43R titled Annual Rent Renewal for Rosemount Valley Suites.

AND FURTHER THAT Council approve an all inclusive rental rate increase of 5% for Rosemount Valley Suites effective January 1, 2025.

CARRIED – Recorded vote and the vote was as follows:

For: Mayor Bélanger, Councillors Gardiner, Levesque, Ross, Thibert

Against: Councillors Mick, Bigelow

11. Motions Resulting from Closed Session

12. Adjournment

12.1 Adjournment of the meeting

Resolution Number 25-164

Moved by Councillor Loren Mick

Seconded by Councillor Mathew Gardiner

BE IT RESOLVED THAT the September 8, 2025 meeting adjourn at 6:23 p.m.

CARRIED – unanimous

Mayor

Clerk

THE CORPORATION OF THE TOWN OF MATTAWA

The minutes of the Regular Meeting held Monday September 8, 2025, at 6:37 p.m. in the Dr. S.F. Monestime Council Chambers.

Council Present: Mayor Raymond A. Bélanger
Councillor Mathew Gardiner
Councillor Fern Levesque
Councillor Loren Mick
Councillor Laura Ross
Councillor Garry Thibert
Councillor Spencer Bigelow

Staff Present: Amy Leclerc, Municipal Clerk/Revenue Services Clerk
Paul Laperriere, CAO/Treasurer
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 Mayor Bélanger at 6:37 p.m.

2. Announce Electronic Participants

Clerk announced that Andre Clement of Integrity Management Consulting Group was online.

3. Adoption of Agenda

3.1 To Adopt the agenda as presented or amended

Resolution Number 25-165

Moved by Councillor Loren Mick

Seconded by Councillor Fern Levesque

BE IT RESOLVED THAT the meeting agenda dated Monday September 8, 2025 be adopted as amended to include a motion under section 7, 7.2 Change Order for Dorion Road Hill Reconstruction Project; and a delegation from Andre Clement, Integrity Management Consulting Group under section 5 to present the strategic plan survey results.

CARRIED – unanimous

4. Disclosures of a Conflict of Interest

Councillor Gardiner declared a conflict of interest on correspondence item # 8.3

5. Presentations and Delegations

5.1 Andre Clement, Integrity Management Consulting Group – Results for Strategic Plan Survey

6. Adoption of Minutes

6.1 Regular Meeting of August 11, 2025

6.2 To adopt the minutes as presented or amended

Resolution Number 25-166

Moved by Councillor Matthew Gardiner
Seconded by Councillor Laura Ross

BE IT RESOLVED THAT Council adopt the minutes of the regular meeting of August 11, 2025.

CARRIED – unanimous

7. Notice of Motions

- 7.1 Support for FONOM Advocating for the Adoption of 2+1 Highway System on Highways 11 & 17

Resolution Number 25-167

Moved by Councillor Spencer Bigelow
Seconded by Councillor Laura Ross

WHEREAS Council received correspondence from FONOM advising the board put forth a formal proposal to both the Prime Minister and the Premier of Ontario advocating for the adoption of a 2+1 Highway System on Highways 11 and 17;

AND WHEREAS FONOM requested that a letter of support from the Mayor be considered for submission.

BE IT RESOLVED THAT Council approve the letter of support that was attached to the correspondence from FONOM and approve the Mayor submit the letter of support, as attached, on behalf of Council.

CARRIED – unanimous

- 7.2 Change Order for Dorion Road Hill Reconstruction Project

Resolution Number 25-168

Moved by Councillor Loren Mick
Seconded by Councillor Garry Thibert

WHEREAS Canor Construction Company was awarded the Dorion Road construction contract;

AND WHEREAS the ICIP project is on-going and must be completed by October 31, 2026.

BE IT RESOLVED THAT Council for the Town of Mattawa approves Change Order #10 for the tree clearing and grubbing and drainage consolidation along Dorion Road in the amount of \$247,137.00 plus HST.

CARRIED – Recorded vote and the vote was unanimous

8. Correspondence

- 8.1 Township of Papineau-Cameron – Request for Use of Mike Rodden Arena & Community Centre as Township Emergency Evacuation Centre
- 8.2 Ministry of Transportation – Connecting Links 2026-27 Intake 11 Now Available
Councillor Gardiner declared a conflict of interest and left Council Chambers
- 8.3 Mattawa Minor Hockey Association – Letter of Gratitude for Ongoing Support

Councillor Gardiner returned to Council Chambers

8.4 AMO – 2nd Annual Healthy Democracy Forum October 18-19, 2025

8.5 Ontario Clean Water Agency – Mattawa Water & Wastewater Systems Quarterly Operations Report

8.6 Strategic Plan Committee – Minutes of July 30 & August 13, 2025 Meeting

8.7 Ministry of Municipal Affairs & Housing – Proposed Updates to the Projection Methodology Guideline

8.8 Colleen Burton – Request for Slower Speed on Pine Street

9. Standing Committee Recommendations/Reports – Motions

9.1 Council Remuneration Policy Changes – Report # 25-44R
Report from Councillor Mathew Gardiner, Chair of Corporate Services Committee

Resolution Number 25-169

Moved by Councillor Laura Ross

Seconded by Councillor Garry Thibert

BE IT RESOLVED THAT Council of the Town of Mattawa receives report # 25-44R titled Council Remuneration Policy.

AND FURTHER THAT Council approves the changes to Schedule “A” of By-law 23-04 titled Council Remuneration.

AND FURTHER THAT Council directs the Clerk to bring forward the changes to Schedule “A” of By-law 23-04 at the next regular meeting of Council for final approval and adoption.

CARRIED – Recorded vote and the vote was as follows:

For: Mayor Bélanger, Councillors Levesque, Ross, Thibert, Bigelow

Against: Councillors Gardiner, Mick

9.2 Governance Policy 3 – Proposed Changes – Report # 25-45R
Report from Councillor Mathew Gardiner, Chair of Corporate Services Committee

Resolution Number 25-170

Moved by Councillor Garry Thibert

Seconded by Councillor Laura Ross

BE IT RESOLVED THAT Council of the Town of Mattawa receives report # 25-45R titled Governance Policy 3 – Proposed Changes.

AND FURTHER THAT Council approves the changes within this policy.

AND FURTHER THAT Council directs the Clerk to bring forward the changes to Schedule “A”, Policy 3 Council Meetings, of By-law 24-10 at the next regular meeting of Council for final approval and adoption.

CARRIED – unanimous

10. Staff Reports – Motions

10.1 Arts & Culture Economic Development – Report # 25-46R
Report from Councillor Spencer Bigelow

Resolution Number 25-171

Moved by Councillor Laura Ross

Seconded by Councillor Fern Levesque

BE IT RESOLVED THAT Council of the Town of Mattawa receives report # 25-46R titled Arts & Culture Economic Development.

AND FURTHER THAT Council directs the Mayor and CAO/Treasurer to include this report into the 2026 Municipal Operating Budget deliberations.

CARRIED – unanimous

Councillor Ross left Council Chambers at 7:52 p.m. and returned at 7:53 p.m.

10.2 Mattawan & Bissett Street Lift Stations – Report # 25-47R

Report from Paul Laperriere, CAO/Treasurer

Resolution Number 25-172

Moved by Councillor Spencer Bigelow

Seconded by Councillor Fern Levesque

BE IT RESOLVED THAT Council of the Town of Mattawa receives report # 25-47R titled Mattawan and Bissett Street Lift Stations.

AND FURTHER THAT Council approves the purchase of the new pumps for the Mattawan Street Lift Station at a cost of \$20,599.41.

AND FURTHER THAT Council directs the CAO/Treasurer to obtain quotes for the Bissett Street lift station and return to Council with a recommendation and final approval.

CARRIED – unanimous

10.3 Cassellholme – Report # 25-48R

Report from Paul Laperriere, CAO/Treasurer

Resolution Number 25-173

Moved by Councillor Mathew Gardiner

Seconded by Councillor Laura Ross

BE IT RESOLVED THAT Council of the Town of Mattawa receives report # 25-48R titled Cassellholme.

CARRIED – Recorded vote and the vote was as follows:

For: Mayor Bélanger, Councillors Gardiner, Mick, Ross, Thibert, Bigelow

Against: Councillor Levesque

Resolution Number 25-174

Moved by Councillor Garry Thibert

Seconded by Councillor Loren Mick

WHEREAS Cassellholme Board of Management, through its member municipalities' Mayors has provided a detailed backgrounder document with respect to the evolution of Castle Arms, an incorporated not for profit organization and registered charity, and a request that all municipalities adopt a motion to support specific actions, including that member municipalities form an action committee and that all members share in the costs associated with funding any legal action against the Castle Arms organization to resolve the matters brought forward by the Cassellholme Board of Management in the backgrounder document;

AND WHEREAS the Council for the Corporation of the Town of Mattawa has received, reviewed and discussed the information provided by Cassellholme Board of Management.

NOW THEREFORE BE IT RESOLVED THAT Council for the Town of Mattawa hereby moves that the first option should be that the Cassellholme and Castle Arms organizations engage and together fund at their cost, an unbiased third-party mediator to attempt to resolve the issues brought forward by the Cassellhome Board of Management,

AND FURTHER THAT the results of mediation be shared openly with the general public and Cassellholme Board of Management member municipalities with next step recommendations for their consideration.

AND FURTHER THAT a copy of this motion be shared with Cassellhome Board of Management, the Castle Arms Board of Directors, all member municipalities and Nipissing MPP Vic Fedeli.

CARRIED – Recorded vote and the vote was as follows:

For: Mayor Bélanger, Councillors Mick, Ross, Thibert, Bigelow

Against: Councillors Gardiner, Levesque

11. By-Laws

12. Old Business

12.1 Renaming of Hurdman Street Request for “Chick Webster”

13. New Business

13.1 Business/Organization Signage

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

18.1 Adjournment of the meeting

Resolution Number 25-175

Moved by Councillor Loren Mick

Seconded by Councillor Laura Ross

BE IT RESOLVED THAT the September 8, 2025 meeting adjourn at 8:41 p.m.

CARRIED – unanimous

Mayor

Clerk

DATE: MONDAY SEPTEMBER 22, 2025

6.3

THE CORPORATION TOWN OF MATTAWA

MOVED BY COUNCILLOR _____

SECONDED BY COUNCILLOR _____

BE IT RESOLVED THAT Council adopt the minutes of the special meeting of September 8, 2025 and the regular meeting of September 8, 2025.



THE CORPORATION OF THE TOWNSHIP OF LARDER LAKE

69 FOURTH AVENUE, P. O. BOX 40, LARDER LAKE, ON P0K 1L0

PH: 705-643-2158 FAX: 705-643-2311

LARDERLAKE.CA

September 10, 2025

Jon Pegg
Ontario Fire Marshal
Ministry of the Solicitor General
25 Morton Shulman Avenue
Toronto, ON M3M 0B1

Subject: Request for Extension of Certification Deadlines under Ontario Regulation 343/22

Dear Fire Marshal Pegg,

On behalf of The Corporation of the Township of Larder Lake we are writing to express our support for the firefighter certification requirements outlined in Ontario Regulation 343/22. We recognize the importance of standardized training and certification in enhancing firefighter safety, service quality, and public confidence across the province.

When firefighter certification was first introduced in 2018, many rural municipalities voiced concern, noting that they do not offer the same level of fire protection services as larger municipalities or urban centres. The Province graciously responded by introducing legislation to allow municipalities to certify firefighters only to the services they actually provide. This flexibility is greatly appreciated and reflects a thoughtful understanding of the diverse realities across Ontario.

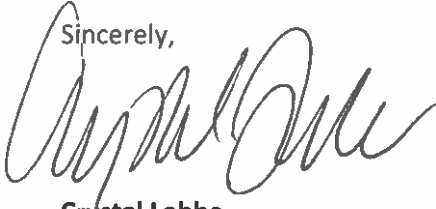
However, despite this accommodation, training programs for many of these service-specific certifications are still not available or are only in “pilot” while there remains a large demand for these programs. The Province cannot reasonably expect volunteer firefighters—many of whom work full-time jobs—to independently develop training programs that meet the standards required to pass certification exams. This places an undue burden on small municipalities and risks compromising the intent of the regulation.

We have enclosed a formal resolution passed by our Council, which outlines our concerns and respectfully requests that the province extend the certification deadline to a minimum of two years beyond the final release date of the Ontario Seal programs offered in the regulation to allow time for volunteer fire departments to access these training programs and achieve certification.

We also urge the Province to consider a phased adaptive approach to implementation, ensuring that all communities have equitable access to the necessary training resources.

We appreciate your leadership and commitment to fire service excellence and look forward to your support in helping Ontario municipalities meet these important standards in a realistic and sustainable manner.

Sincerely,

A handwritten signature in black ink, appearing to read 'Crystal Labbe', written in a cursive style.

Crystal Labbe

CAO/Clerk-Treasurer

Corporation of the Township of Larder Lake



THE CORPORATION OF THE TOWNSHIP OF LARDER LAKE

69 FOURTH AVENUE, P. O. BOX 40, LARDER LAKE, ON P0K 1 L0

PH: 705-643-2158 FAX: 705-643-2311

LARDERLAKE.CA

September 10, 2025

To whom it May Concern:

RE: Resolution #17, September 9, 2025 – Request for Extension of Certification Deadlines under Ontario Regulation 343/22

Please be advised that at the Township of Larder Lake's Regular Council Meeting held on Tuesday, September 9th, 2025, the following resolution was adopted:

Moved by: Councillor Kelly

Seconded by: Councillor Armstrong

CARRIED

WHEREAS Ontario Regulation 343/22 mandates that firefighters performing specific fire protection services be certified to a prescribed standard by July 1, 2026, with certain technical rescue disciplines requiring certification by July 1, 2028;

AND WHEREAS the Township recognizes and supports the value of the certification requirements mandated by the Province of Ontario, acknowledging that standardized training enhances firefighter safety, service quality, and public trust;

AND WHEREAS the Office of the Fire Marshal (OFM) and Ontario Fire College (OFC) are actively working to provide training and certification programs, including offering over 600 courses annually, yet some certification programs and testing resources remain under development or are not yet widely accessible, particularly in the Ontario Seal Programs;

AND WHEREAS many fire departments in Ontario are staffed predominantly by volunteer firefighters who balance full-time employment with their emergency service commitments;

AND WHEREAS the certification programs are still in development and the current availability does not adequately reflect the operational realities of volunteer fire departments, especially in rural communities, where training opportunities are limited and certification demands place undue pressure on personnel and municipal resources;

AND WHEREAS when firefighter certification was first introduced in 2018, smaller/rural Municipalities raised concerns that they do not provide the same level of fire protection services as larger municipalities or urban centres. The Province responded thoughtfully by introducing new legislation to allow municipalities to certify firefighters only to the services they actually provide. This flexibility is appreciated and reflects a fair and practical approach; however, training programs for many of these service-specific certifications are still not available.

AND WHEREAS it is unreasonable to expect volunteer firefighters—who already balance full-time employment and community service—to independently develop curriculums and training programs in-house that meet provincial standards and adequately prepare them for certification exams;

AND WHEREAS smaller rural volunteer fire departments often lack the necessary resources, certified personnel, and specialized expertise to independently develop training curriculums or qualify for learning contracts with the Ontario Fire College; and

AND WHEREAS these departments have long relied on the Ontario Fire College's course offerings and have been patiently awaiting the release of the Ontario Seal Programs, having noted preliminary pilot initiatives in Northern Ontario and anticipating a broader rollout of these programs in the near future;

AND WHEREAS rural municipalities would welcome the opportunity to engage in dialogue with the Office of the Fire Marshal to address current barriers and explore collaborative solutions;

THEREFORE BE IT RESOLVED THAT the Council of the **Township of Larder Lake** respectfully requests that the Province of Ontario, through the Ministry of the Solicitor General and the Office of the Fire Marshal, extend the compliance deadlines outlined in Ontario Regulation 343/22 to a minimum of two years beyond the final release date of the Ontario Seal programs offered in the regulation for all affected certification categories;

AND THAT the Province consider implementing a phased or regionally adaptive approach to certification deadlines, taking into account the availability of training programs and the unique challenges faced by volunteer fire services in Rural Ontario;

AND THAT this resolution be forwarded to the Minister of the Solicitor General, the Ontario Fire Marshal, the Association of Municipalities of Ontario (AMO), the Rural Ontario Municipal Association (ROMA), the Ontario Association of Fire Chiefs (O AFC), **John Vanthof** and all municipalities in Ontario for support and endorsement.

Sincerely,

A handwritten signature in black ink, appearing to read 'Crystal Labbe', written in a cursive style.

Crystal Labbe

CAO/ Clerk Treasurer

WHEREAS Ontario Regulation 343/22 mandates that firefighters performing specific fire protection services be certified to a prescribed standard by July 1, 2026, with certain technical rescue disciplines requiring certification by July 1, 2028;

AND WHEREAS the Township recognizes and supports the value of the certification requirements mandated by the Province of Ontario, acknowledging that standardized training enhances firefighter safety, service quality, and public trust;

AND WHEREAS the Office of the Fire Marshal (OFM) and Ontario Fire College (OFC) are actively working to provide training and certification programs, including offering over 600 courses annually, yet some certification programs and testing resources remain under development or are not yet widely accessible, particularly in the Ontario Seal Programs;

AND WHEREAS many fire departments in Ontario are staffed predominantly by volunteer firefighters who balance full-time employment with their emergency service commitments;

AND WHEREAS the certification programs are still in development and the current availability does not adequately reflect the operational realities of volunteer fire departments, especially in rural communities, where training opportunities are limited and certification demands place undue pressure on personnel and municipal resources;

AND WHEREAS when firefighter certification was first introduced in 2018, smaller/rural Municipalities raised concerns that they do not provide the same level of fire protection services as larger municipalities or urban centres. The Province responded thoughtfully by introducing new legislation to allow municipalities to certify firefighters only to the services they actually provide. This flexibility is appreciated and reflects a fair and practical approach, however, training programs for many of these service-specific certifications are still not available;

AND WHEREAS it is unreasonable to expect volunteer firefighters—who already balance full-time employment and community service—to independently develop curriculums and training programs in-house that meet provincial standards and adequately prepare them for certification exams;

AND WHEREAS smaller rural volunteer fire departments often lack the necessary resources, certified personnel, and specialized expertise to independently develop training curriculums or qualify for learning contracts with the Ontario Fire College; and

AND WHEREAS these departments have long relied on the Ontario Fire College's course offerings and have been patiently awaiting the release of the Ontario Seal Programs, having noted preliminary pilot initiatives in Northern Ontario and anticipating a broader rollout of these programs in the near future;

AND WHEREAS rural municipalities would welcome the opportunity to engage in dialogue with the Office of the Fire Marshal to address current barriers and explore collaborative solutions;

THEREFORE BE IT RESOLVED THAT the Council of the **[insert Township name]** respectfully requests that the Province of Ontario, through the Ministry of the Solicitor General and the Office of the Fire Marshal, extend the compliance deadlines outlined in Ontario Regulation 343/22 to a minimum of two years beyond the final release date of the Ontario Seal programs offered in the regulation for all affected certification categories;

AND THAT the Province consider implementing a phased or regionally adaptive approach to certification deadlines, taking into account the availability of training programs and the unique challenges faced by volunteer fire services in Rural Ontario;

AND THAT this resolution be forwarded to the Minister of the Solicitor General, the Ontario Fire Marshal, the Association of Municipalities of Ontario (AMO), the Rural Ontario Municipal Association (ROMA), the Ontario Association of Fire Chiefs (O AFC), **[insert local MPP name]**, and all municipalities in Ontario for support and endorsement.

[Your Township Letterhead]

Date: **[Insert Date]**

To:

Jon Pegg
Ontario Fire Marshal
Ministry of the Solicitor General
25 Morton Shulman Avenue
Toronto, ON M3M 0B1

Subject: Request for Extension of Certification Deadlines under Ontario Regulation 343/22

Dear Fire Marshal Pegg,

On behalf of **[Insert Township Name]**, we are writing to express our support for the firefighter certification requirements outlined in Ontario Regulation 343/22. We recognize the importance of standardized training and certification in enhancing firefighter safety, service quality, and public confidence across the province.

When firefighter certification was first introduced in 2018, many rural municipalities voiced concern, noting that they do not offer the same level of fire protection services as larger municipalities or urban centres. The Province graciously responded by introducing legislation to allow municipalities to certify firefighters only to the services they actually provide. This flexibility is greatly appreciated and reflects a thoughtful understanding of the diverse realities across Ontario.

However, despite this accommodation, training programs for many of these service-specific certifications are still not available or are only in “pilot” while there remains a large demand for these programs. The Province cannot reasonably expect volunteer firefighters—many of whom work full-time jobs—to independently develop training programs that meet the standards required to pass certification exams. This places an undue burden on small municipalities and risks compromising the intent of the regulation.

We have enclosed a formal resolution passed by our Council, which outlines our concerns and respectfully requests that the province extend the certification deadline to a minimum of two years beyond the final release date of the Ontario Seal programs offered in the regulation to allow time for volunteer fire departments to access these training programs and achieve certification.

We also urge the Province to consider a phased adaptive approach to implementation, ensuring that all communities have equitable access to the necessary training resources.

We appreciate your leadership and commitment to fire service excellence and look forward to your support in helping Ontario municipalities meet these important standards in a realistic and sustainable manner.

Sincerely,

[Name]

[Title]

[Contact Information]

[Insert Township Name]



THE CORPORATION OF THE **TOWN OF COBALT**

September 3, 2025

To whom it may concern,

Please be advised that at the Regular Meeting of Council on August 19, 2025, the Town of Cobalt adopted the following resolution:

RESOLUTION No. 2025-124

MOVED BY: Councillor Anderson

SECONDED BY: Councillor Hughes

WHEREAS the Ontario Government has enacted O. Reg. 343/22, establishing mandatory certification requirements for firefighters under the Fire Protection and Prevention Act, 1997;

AND WHEREAS Council for the Town of Cobalt acknowledges the importances of standardized firefighter training and safety;

AND WHEREAS these mandatory certification requirements pose significant challenges for small, rural and northern municipalities due to limited financial and training resources, geographical barriers and reliance on volunteer fire departments;

AND WHEREAS the implementation of these requirements without additional flexibility or support may negatively impact the Town's ability to recruit and retain volunteer firefighters and provide adequate fire protection to its residents;

NOW THEREFORE BE IT RESOLVED THAT Council for the Corporation of the Town of Cobalt formally opposes the mandatory firefighter certification requirements as currently outlined in O. Reg. 343/22;

AND FURTHER THAT this resolution be forwarded to the Solicitor General, Premier of Ontario, MPP John Vanthof, the Fire Marshal, AMO, FONOM and all Ontario Municipalities.

CARRIED

Kind Regards,



Steven Dalley
Town Manager, Clerk/Treasurer
Tel: (705) 679-8877
Email: sdalley@cobalt.ca

cc: Hon. Doug Ford, Premier of Ontario, premier@ontario.ca
MPP, John Vanthof, jvanthof-co@ndp.on.ca
Solicitor General, Michael.kerzner@pc.ola.org
Ontario Fire Marshall, askofm@ontario.ca
AMO, resolutions@amo.on.ca
FONOM, fonom.info@gmail.com
Ontario Municipalities

September 15, 2025

Steven Dalley
Town Manager, Clerk/Treasurer
via email: sdalley@cobalt.ca

Dear Mr. Dalley,

During the September 8, 2025 regular meeting of Council, the resolution circulated by the Town of Cobalt was brought forward for discussion and consideration with the following resolution passed.

MOVED: Chad Hyatt SECONDED: Bill Clark

***WHEREAS similar concerns have been raised by Chief Cousins for our fire department.
THAT the Council of the Town of Petrolia formally request the review of mandatory firefighter certification requirements for volunteer departments; and
THAT the resolution be sent to the Solicitor General, Premier of Ontario, MPP Bob Bailey, the Fire Marshal, AMO, FONOM and all Ontario Municipalities.***

CARRIED.

Kind regards,

Original Signed

Mandi Pearson
Director of Legislative Services, Clerk | Deputy Operations

cc: Hon. Doug Ford, Premier of Ontario, premier@ontario.ca
MPP, Bob Bailey, Sarnia-Lambton, bob.bailey@pc.ola.org
Solicitor General, Michael.kerzner@pc.ola.org
Ontario Fire Marshall, askofm@ontario.ca
AMO, resolutions@amo.on.ca
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Ontario Municipalities

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411 Greenfield Street, Petrolia, ON, N0N 1R0

www.town.petrolia.on.ca





August 29, 2025

MPP Will Bouma, MP Larry Brock, the Association of Municipalities of Ontario (AMO); and all Ontario municipalities

Sent via email: will.bouma@pc.ola.org

Dear MPP Will Bouma,

Please be advised that Brantford City Council at its meeting held August 26, 2025 adopted the following:

12.3.1. Advocacy for Provincial Scrap Metal Legislation and Bail System Reform, 2025-421 - Councillor Hunt

WHEREAS a Town Hall meeting, hosted by Councillors of Ward 4 was held on Monday June 23, 2025, to discuss recommendations and actions taken to address ongoing concerns from local businesses regarding break-ins, theft and vandalism; and

WHEREAS Ward 4 businesses owners were invited to share their experiences and contribute to identifying actionable steps to theft concerns and help identify steps to foster a safer and more secure environment for businesses in Brantford; and

WHEREAS staff from the City of Brantford Bylaw & Security Department and representatives from Brantford Police Services provided presentations outlining current measures and actionable recommendations; and

WHEREAS business owners in attendance requested that a formal letter be drafted advocating for the transition of the municipal scrap metal bylaw into a provincial statute, to be addressed to MPP Will Bouma, Attorney General of

Ontario Doug Downey, MP Larry Brock and Minister of Justice and Attorney General of Canada Sean Fraser; and

WHEREAS business owners further requested that the letter include a call to strengthen the bail system to better protect communities by ensuring repeat offenders are not prematurely released.

NOW THEREFORE BE IT RESOLVED:

- A. THAT City Council DIRECT Staff to prepare a formal advocacy letter to MPP Will Bouma, Attorney General of Ontario Doug Downey, MP Larry Brock and Minister of Justice and Attorney General of Canada Sean Fraser, recommending the transition of the municipal scrap metal bylaw to a provincial statute. The letter to be completed by August 31, 2025, should also include:

- i. A request to strengthen the bail system to enhance community safety; and
 - ii. Testimonials from local business owners detailing the financial and operational impacts of break-ins, theft and vandalism, including threats to personal safety, and the financial burden of increased insurance cost; and
- B. THAT a copy of this resolution BE FORWARDED to MPP Will Bouma, MP Larry Brock, the Association of Municipalities of Ontario (AMO); and all Ontario municipalities.

I trust this information is of assistance.

Yours truly,



Chris Gauthier
City Clerk
cgauthier@brantford.ca

CC MP Larry Brock - larry.brock@parl.gc.ca
The Association of Municipalities of Ontario (AMO) - amo@amo.on.ca, policy@amo.on.ca
All Ontario municipalities

From: [AMO Policy](#)
To: [Amy Leclerc](#)
Subject: AMO Policy Update – AMO Advocacy on Automated Speed Enforcement, Federal Development Charges Advocacy, Federal Government Pre-Budget Announcements, Federal-Provincial-Territorial Housing Forum Commitments, and Blue Box Amendments
Date: Wednesday, September 10, 2025 6:21:11 PM



AMO Policy Update – AMO Advocacy on Automated Speed Enforcement, Federal Development Charges Advocacy, Federal Government Pre-Budget Announcements, Federal-Provincial-Territorial Housing Forum Commitments, and Blue Box Amendments

Top Insights

- In response to recent comments by Premier Ford about municipal use of **automated speed enforcement**, AMO wrote a letter to the Premier and Minister of Transportation. ASEs are evidence-based and cost-effective tools to support road safety that have broad public support.
- AMO is advocating to the federal government that any **federally mandated reductions to development charges** will need to be replaced with a new, equally predictable, and sufficient revenue source that make Ontario municipalities whole.
- The federal government announced a new **federal industrial strategy** which will include a new “Buy Canadian” procurement policy, including a roadmap for provinces and municipalities to adopt.
- AMO stands ready to work with the provincial government to support conversations with the federal government about commitments agreed to by the **Federal-Provincial-Territorial Forum on Housing**.
- The province finalized amendments to the **Blue Box Regulation**, addressing some municipal concerns.

AMO Advocacy on Automated Speed Enforcement

Earlier today, [AMO sent a letter](#) to the Premier and Minister of Transportation highlighting the important evidence-based role that automated speed enforcement (ASE) plays in improving road safety:

- Automated speed enforcement is making roads safer. Automated speed enforcement cameras in Toronto reduced speeding vehicles by 45 per cent.
- ASE is cost effective. ASE allows police officers to focus on other high-impact activities and net ASE revenues are reinvested in community safety improvements.
- ASE is supported by most Ontarians. Nearly three-quarters of Ontario drivers support the use of ASE in targeted areas like school zones or community centres.

Municipalities understand the need to use these tools thoughtfully and can be

counted on to do so. AMO has sought to collaborate with the province to ensure that ASE is used effectively and to improve public understanding of their importance.

Federal Development Charges Advocacy

The federal government's election platform pledged \$6 billion federal funding over four years for Development Charge (DC) discounts of 50% for multi-unit residential housing projects. The platform also committed to working with provinces and territories to make municipalities whole.

AMO [has advocated to Minister Robertson](#) and his ministry that DCs are a long-term and relatively stable revenue source, and any federally mandated reductions to DCs will need to be replaced with a new, equally predictable, and sufficient revenue source.

The foregone revenue loss for Ontario municipalities would be significant. Federal funding must fully compensate Ontario municipalities with an increase in direct, stable and multi-year funding to match the full municipal revenue loss from any reduction in DCs. Additional financing tools or short-term funding commitments will not be enough to support Ontario's long-term infrastructure needs.

AMO has also highlighted the broader issue of chronic underinvestment in Ontario's municipal infrastructure and called on the federal government to work with the province and municipalities to establish new and innovative mechanisms that will provide sustainable, predictable and enhanced funding for local infrastructure.

Federal Government announces new industrial strategy to combat US tariffs

Last week, Prime Minister Carney said to expect a fall budget with austerity and investment measures.

Providing more insight into the planned investments, the Prime Minister [announced](#) six new strategic measures. These measures are designed to support workers and businesses most impacted by US tariffs and trade disruptions. They focus on helping workers acquire new skills and businesses retool their production and diversify their products, finding ways to increase their sales nationally through new and existing programs.

One key initiative is the introduction of a new "Buy Canadian Policy" to boost domestic demand for Canadian businesses. As part of this new procurement policy, the federal government will provide a roadmap that provinces and

municipalities can adopt for their own procurement practices. AMO will continue to work closely with the province to ensure new procurement measures – including this roadmap - reflect the needs of Ontario municipalities. AMO Policy will review and share insights on the “Buy Canadian Policy” and roadmap for municipalities once its released.

AMO will also monitor its [Major Projects Office](#), which is charged with fast-tracking nation building projects, for announcements that impact Ontario municipalities.

Federal-Provincial-Territorial Ministers Forum on Housing and Homelessness

The forum of federal, provincial and territorial ministers (FPT) across Canada met to discuss solutions to key housing and homelessness issues facing people in Canada. As detailed in a [news release](#), the forum focused on a coordinated approach to advancing housing and homeless priorities and resulted in commitments to working together including to renew intergovernmental partnerships on affordable housing beyond the expiry of the National Housing Strategy (NHS) in 2028.

AMO is pleased to see this commitment for continued FPT collaboration. Continued NHS funding is crucial because of the role it plays in providing access to safe, affordable, and inclusive housing by increasing housing supply, improving housing quality, and supporting vulnerable populations. These contributions are essential to helping to strengthen the social and economic prosperity of communities. AMO stands ready to support the Ontario government in conversations with their federal counterparts through a Team Ontario approach.

Blue Box Regulation Amendments

On September 4th, the province [released](#) finalized Blue Box Regulation (O. Reg 391/21) amendments. The regulation shifts the financial and operational responsibility of the blue box program from municipalities to industry.

In July, [AMO sent a letter to Minister McCarthy](#) outlining municipal concerns about proposed Blue Box Regulation amendments. AMO is pleased to see that the government listened and adjusted some amendments in response. In particular, we are pleased that the province has:

- Delayed enforceable recycling targets by two years instead of five, and
- Delayed, instead of canceling, the expansion of service to multi-residential buildings.

AMO will continue to advocate for a strong recycling system where manufacturers are responsible for their packaging and incentivized to reduce waste.

An online version of this Policy Update is also available on the [AMO 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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155 University Ave Suite 800 | Toronto, ON M5H 3B7 CA

Notes

Strategic Plan Work Group

August 27, 2025, (Virtual)

2:00pm

Attendance

Mayor Bélanger, Deputy Mayor Gardiner, CAO Laperriere, EA Byers, A. Clement, IMCG.

Approvals

Aug. 27 Agenda

For Council submission

Notes Aug. 13 as edited, (page 3)

Strategic Plan Themes

Governance and Community Relations

To consolidate the Work Group's findings that will shape the plan's goals and objectives pertaining to the Council's governance and community relations

Economic Development and Growth

To consolidate the Work Group's findings that will shape the plan's goals and objectives addressing the town's economic development and growth.

Municipal Services

To consolidate the Work Group's findings that will shape the plan's goals and objectives that are designed to improve or sustain the town's services.

Fiscal Responsibility

To consolidate the Work Group's findings that will support the plan's goals and objectives by ensuring or enhancing the town's financial security.

Discussion SWOT

Strengths, Weaknesses, Opportunities, Threats

Addressed the SWOT Report per August 15 Email and edited by today's discussion per (page 5)

To be approved by the SPWG on Sept. 12 for Council submission Sept. 22

Next Steps

1. Reports to Council

a. Sept. 8

- i. Notes, July 30 & Aug. 13
- ii. Strategic Plan Themes
- iii. Report on Survey results

b. Sept. 22

- i. Notes, Aug. 27
- ii. SWOT results

2. Drafting the Goals and Objectives of the Strategic Plan by:

- a. Working in the context of Mattawa's Asset Management Plan (2024) and Official Plan (Pending)
 - b. Working from the Strategic Plan Themes
 - c. Crafting Strategic Goals and Objectives by:
 - d. Respecting the Mission / Vision / Values Statements
 - e. Consolidating
 - f. The Mattawa Survey Results and the
 - g. SWOT Items
3. Report to Council on Draft Goals and Objectives
4. Council Approval for a Town Hall Meeting
5. Edits to Goals and Objectives
6. Final Report to Council
7. Operational Plan, Year 1

Next Meeting, September 12

Adjourn: 3:36pm

From: [FONOM Office/ Bureau de FONOM](#)
Subject: REMINDER: Have your say: Consultation on Natural Gas Expansion in Ontario
Date: Thursday, September 11, 2025 4:16:13 PM
Attachments: [Draft Resolution for FONOM.docx](#)
[Template letter of support.docx](#)
[Template ERO submission.docx](#)

Good day

Municipalities across Ontario understand the critical link between infrastructure renewal, integrated energy planning, and economic development in supporting community growth and prosperity. This is a pivotal time in the province's energy sector, where municipalities can play a leadership role in shaping the future of natural gas expansion.

The FONOM Executive would like to remind municipalities to participate in the Ontario Ministry of Energy and Mines' consultation on the Future of Community Natural Gas Expansion (ERO 0250923). Your local perspective will help inform a potential Phase 3 of the Natural Gas Expansion Program (NGEP), ensuring that your community's priorities on housing development, economic growth, affordability, and service needs are well represented in Ontario's energy planning decisions.

The consultation is open until September 22, 2025, at 11:59 p.m. You can review the posting, register your municipality, and submit your comments at ERO 0250923 – Future of Community Natural Gas Expansion.

To support your submission, we've attached:

- A draft council resolution supporting Phase 3
- A draft letter of support
- A template ERO submission for your consideration

I would be happy to arrange a briefing and provide you with more information on Phase 3 of NGEP. This would be an opportunity to review your community's growth priorities, walk through the consultation process, and answer any questions about preparing a strong submission.

Please don't hesitate to reach out to me if you have any questions or for any support in tailoring your submission.

The link to the ERO can be found here:

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



Helen Keller once said, *“Alone we can do so little; together we can do so much”*.

Draft Council Resolution — Support for NGEF Phase 3 & local development targets

RESOLUTION NO. ____

DATE: _____

Moved by: _____

Seconded by: _____

WHEREAS the Province has posted ERO 0250923, Consultation on the Future of Community Natural Gas Expansion, seeking feedback from municipalities, Indigenous communities and other stakeholders on how Phase Three (3) could best support access to natural gas for community development.

AND WHEREAS expanding access to natural gas is identified as a tool to support affordability and economic growth in Ontario communities, with Phases One (1) and Two (2) estimated to enable connections for approximately 17,000 buildings across 59 communities, and 16 projects completed to date.

AND WHEREAS **the Federation of Northern Ontario Municipalities (FONOM)** is working toward its housing and employment land goals that contribute to Ontario's broader objective to build at least 1.5 million homes by 2031 and recognizes that timely servicing solutions (including natural gas where appropriate) can help enable these targets.

[CUSTOMIZE TO MUNICIPAL PRIORITY: housing, economic developments goals, commercial and industrial investments, agriculture production, etc.]

AND WHEREAS Ontario's energy future relies on a balance of affordability, reliability, and sustainability by leveraging a mix of energy solutions—including natural gas, electricity, and emerging energy technologies, to meet growing community needs. And whereas natural gas continues to play a critical role in supporting energy affordability, economic competitiveness, and enabling housing and employment growth across the province.

THEREFORE BE IT RESOLVED THAT Council;

1. Supports the Ministry's consultation on the Future of Community Natural Gas Expansion (NGEP Phase 3) and endorses access to natural gas as an option to other energy solutions to advance [Municipality]'s housing, employment lands, and economic development objectives.
2. Directs staff to submit comments to ERO 0250923 reflecting [Municipality]'s priorities, including: priority application types, alignment with Official Plan/Secondary Plans, sites and corridors where gas access would enable development (housing/employment lands), any Phase 1 and 2 learnings (if applicable) and practical barriers (e.g., timing, permitting, costs, land access).

3. Forwards this resolution to [local MPP(s)], the Minister of Energy and Mines, the Ontario Energy Board, AMO, and neighbouring municipalities.

Template letter of support

*To be submitted in addendum to municipal filings, directly through the ERO online portal, and emailed to the Ministry of Energy and Mines.

[Insert Municipal Letterhead Here]

[DATE]

Re: ERO 025-0923 – Consultation on the Future of Community Natural Gas Expansion

Dear Ministry of Energy and Mines,

On behalf of **the Federation of Northern Ontario Municipalities (FONOM)**, we welcome the opportunity to contribute to the Ministry of Energy and Mines' consultation on the future of community natural gas expansion. As Ontario continues to grow, reliable, secure, and diversified energy solutions are essential to ensuring overall community prosperity. **FONOM** is committed to advancing local growth while ensuring access to the energy infrastructure needed to meet evolving community needs.

We commend the Ontario government for its leadership in pursuing an integrated energy planning approach that balances reliability, sustainability, and affordability. In doing so, we believe the province is taking meaningful steps to ensure communities have the energy choice and flexibility they need to thrive. Natural gas continues to play a critical role in Ontario's energy system, providing reliable energy to homes, businesses, and industries, supporting housing and employment land development, and helping communities attract investment and enable economic growth. Expanding access to natural gas will equip municipalities with the tools to meet local development targets, and plan, and maintain long-term energy security and resilience.

Investing in Phase 3 of the Natural Gas Expansion Program (NGEP) represents an important opportunity to better align infrastructure planning with local development goals. Where Phase 1 and 2 projects have already been delivered, we have seen first-hand how expanded energy access can help advance municipal priorities, unlock new growth potential, and enhance community resilience. We also encourage the Ministry to consider implementation barriers, including on-the-ground-challenges, timelines, approvals, and infrastructure coordination, to ensure that Phase 3 is delivered efficiently and effectively.

We support a Phase 3 approach that prioritizes community growth, energy reliability, and customer choice, while enabling municipalities to align energy planning with local priorities. We appreciate the Ministry's continued engagement on these important issues and thank you for considering our perspectives as part of this consultation process.

Sincerely,

Danny Whalen
President
Federation of Northern Ontario Municipalities

Template ERO submission

Register Account for submission

Reference: ERO 0250923 – Consultation on the Future of Community Natural Gas Expansion.

Q1. Which application types should expansion focus on?

Residential growth, employment areas/industrial parks, agricultural production, and community facilities – areas where access would unlock housing supply, economic development and job creation. [Ontario Housing Progress]

What rationale should application types be based on, consider:

Highest economic development impact (jobs/investment/growth)

Housing target delivery (linked to municipal targets)

Highest possible customer connections (residential/commercial)

Constructability readiness (environmental assessment, shovel ready 12-24 months)

Municipal governance readiness (Council project support/direction to advance a project)

Cost effectiveness (assessment based on customer connection)

Equity (under served, remote rural and Indigenous communities)

Other (please specify)

Q2. How would access to natural gas support economic development?

Consider areas of local growth and development, investment requirements, shovel ready projects.

Q3. Is access to natural gas included in your development plans?

Cite relevant planning documents [i.e. Official Plan, Secondary Plan, Housing and Employment Lands Strategy] that identify natural gas servicing as part of your infrastructure strategy.

Q4. Have you engaged a natural gas developer?

Status: [Yes/No]. If yes: summarize [project concept, timelines, constraints, readiness].

If there had been no engagement, your municipality is interested in access to natural gas, provide feedback

Q5. What barriers are preventing access?

Examples: Upfront costs, corridor/ROW timing, coordination with road works, third-party relocations, other projects navigating approvals/design, customer connection/demand,

Q6. Phase 1 and 2 experience (if applicable)

Project: [Name/location].

Status: [Constructed / In progress]

Learnings: [e.g., coordination, communications, permitting]

Outcomes: [connections, economic indicators]

Attachments (recommended)

Council Resolution (above)

Letter of Support (above)

REGULAR COUNCIL MEETING

HELD

September 9th, 2025

2025-208

Moved by Councillor Kelly

Seconded by Councillor Trahan

WHEREAS on March 7, 1986, the Board of Management for Cassellholme – East Nipissing Home for the Aged (Cassellholme), a District Home, gave direction to create a separate legal entity in the form of a new public non-profit housing corporation. This new entity (Castle Arms) would be operated and governed by the same appointees as Cassellholme Board;

AND WHEREAS the assets of Castle Arms have been built through contributions from taxpayers at a federal, provincial and municipal levels;

AND WHEREAS at a Castle Arms meeting held on October 28, 2021, the Chief Executive Officer advised the Castle Arms Board that due to upcoming changes to the Ontario Not-for-Profit Corporations Act (ONCA), the Cassellholme and Castle Arms Boards could no longer have identical membership;

AND WHEREAS although the Castle Arms Board was advised that it had until October 2024 to implement the upcoming changes to the ONCA, at the subsequent meeting on November 25, 2021 – when 8 of the 9 municipalities had no representation due to a wave of resignations and a lack of public consultation – the Castle Arms Board directed the CEO to alter the composition of the Castle Arms Board;

AND WHEREAS in January 2025, Cassellholme obtained a solicitor-client privileged legal opinion stating in part that “neither ONCA nor the Fixing Long Term Care Act contain any provisions that would require Boards of Management to have a different composition than Boards of Non-Profit Housing Corporations”;

AND WHEREAS the November 25, 2021 change to the composition of the Castle Arms Board was made in reliance on advice regarding the requirements of the ONCA;

AND WHEREAS the advice the former Castle Arms Board received appears to have been incorrect;

AND WHEREAS no changes to the former composition of the Castle Arms Board would have been made if not for the Board’s reliance on the incorrect advice;

AND WHEREAS the current Castle Arms Board has an obligation to the taxpayers of the nine (9) member municipalities to restore governance of the Castle Arms Board to representatives from its member municipalities;

THEREFORE BE IT HEREBY RESOLVED that the first option is to use a third-party mediator at the cost of the member municipalities to work in the best interest of the tenants of Castle Arms and that the results be shared at a public meeting;

AND FURTHER BE IT RESOLVED that failure to find a resolution that the Council of the Municipality of East Ferris calls upon other member municipalities to join in pursuing all available legal and administrative remedies to restore democratic and public oversight of Castle Arms Non-Profit Housing Corporation which includes returning Castle Arms governance to its member municipalities;

AND FURTHER BE IT RESOLVED that a committee, composed of the Mayors of the member municipalities or their designates, along with Cassellholme Board representatives, be established to pursue these options;

AND FURTHER that a copy of this resolution be shared with the eight (8) other member municipalities, the Cassellholme Board of Directors, and Nipissing MPP Vic Fedeli.

Carried Mayor Champagne

CERTIFIED to be a true copy of
Resolution No. 2025-208 passed by the
Council of the Municipality of East Ferris
on the 9th day of September, 2025.



Kim Rose, Dipl. M.A.
Clerk

From: [AMO Policy](#)
To: [Amy Leclerc](#)
Subject: AMO Policy Update – Federal Government Launches Build Canada Homes
Date: Monday, September 15, 2025 12:09:39 PM



AMO Policy Update – Federal Government Launches Build Canada Homes

Top Insights

- Yesterday, AMO's President and Executive Director were invited to Ottawa for the launch of **Build Canada Homes**. Ontario municipalities are

ready to work with the province and federal government to transform the housing landscape and increase affordable, supportive and transitional housing in Ontario.

Federal Government Launch of Build Canada Homes

AMO welcomes the Government of Canada's [announcement](#) launching [Build Canada Homes](#), a new Special Operating Agency within Housing, Infrastructure and Communities Canada (HICC). AMO's President Robin Jones and Executive Director Lindsay Jones attended the announcement with Prime Minister Carney and Minister Robertson (Housing and Infrastructure of Canada).

Responsive to AMO's market sounding guide [submission](#), Build Canada Homes (BCH) will focus primarily on non-market housing, supporting a mix of income needs as part of a national effort to double housing construction, restore affordability, and reduce homelessness. BCH aligns with AMO's recommendations about Ontario's municipal priorities:

- The agency will work with municipalities, provinces, territories and Indigenous Communities to fight homelessness by building supportive and transitional housing with an investment of \$1 billion and will seek to pair these federal investments with employment and health care supports in provinces and territories.
- A new acquisition program to protect existing affordable rental housing, the \$1.5 billion Canada Rental Protection Fund, will help the community housing sector in acquiring at-risk apartment buildings to ensure their affordability over the long term.
- BCH will also work with the private sector to deploy modern methods of construction to create a new Canadian housing industry using Canadian materials. Prioritization initially will be placed on creating 4000 factory-built units in six select Canadian cities, including Toronto and Ottawa, with additional capacity of up to 45,000 units across the portfolio.

BCH will be headed by Ana Bailão as the agency's Chief Executive Officer. As a former Toronto City Councillor and chair of Toronto Community Housing, Ana will bring her knowledge of housing in Ontario to the leadership position.

AMO will work with both the federal and provincial governments to ensure the conditions for BCH's success in Ontario given our unique municipal responsibility for community housing and homelessness prevention services.

This will include working with the Ontario government to match federal capital dollars with provincial operating funding for the necessary wrap around supports for supportive housing. AMO looks forward to working with the federal government on the potential expansion of the initiative to create new factory-built units on federal lands in more Ontario communities – large urban, small urban, rural, northern and southern.

The federal government will announce additional measures in Budget 2025 to lower costs for builders and to catalyze private capital in homebuilding. AMO asks the federal government to avoid imposing new development charge (DC) exemptions or discounts. DCs have been a key funding source for municipal capital investments for decades. Reductions will be counterproductive unless DCs are fully replaced with another equally predictable and stable revenue source.

An online version of this Policy Update is also available on the [AMO 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.

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

Laura Ross
241 Ninth Street
Mattawa, ON
P0H1V0


September 18, 2025

Town of Mattawa
Recreation Department
C/O Sheri Wabie
450 Hurdman Street
Mattawa, ON
P0H1V0

Dear Sheri,

As a member of the beautification committee I would like to take a moment to thank your staff D'Arcy Baker and Todd Chaput who were amazing. They were extremely accommodating and assisted us by removing benches and adding chairs, bails of hay etc. Even when we asked them to move it around after they just placed it there for us they happily did so. You are very fortunate to have staff that work well together and get along so well.

I would also like to thank you and Vicky Wilson for contributing your creative ideas and muscle. Downtown is looking fall festive and beautiful.

Sincerely,

Laura Ross
C.c Dexture Sarrazin
C.c Mattawa Town Council



INFORMATION REPORT

PREPARED FOR: MAYOR BÉLANGER AND MEMBERS OF COUNCIL

PREPARED BY: PAUL LAPERRIERE CAO/TREASURER

TITLE: STRATEGIC PLAN UPDATE

DATE: MONDAY SEPTEMBER 22, 2025

REPORT NO: 25-49R

BACKGROUND

Strategic Plan update.

ANALYSIS AND DISCUSSION

At the regular meeting of Council on September 8, 2025, André Clement of Integrity Management Consulting Group (IMCG) presented the results of the strategic plan survey, which was sent out community wide on July 9, 2025, and closed July 23, 2025. 110 responses were received, from which a summary was presented by André.

The strategic plan workgroup analyzed all responses, and from those, 4 main themes were determined as follows:

1. Governance and Community Relations
2. Economic Development and Growth
3. Municipal Services
4. Fiscal Responsibility

The workgroup has also completed a SWOT analysis. These are summarized in Attachment #1.

The workgroup will now focus on establishing goals and objectives under each of these main themes. Once approved, the goals and objectives will be prioritized by year over the duration of the strategic plan.

Following completion of the goals and objectives, these will be presented to council for approval.

Once approved, the Strategic Plan will essentially be complete, at which point, it will be presented in an open council meeting specifically to present the Strategic Plan to the public.

FINANCIAL CONSIDERATION

RELEVANT POLICY/LEGISLATION:

ATTACHMENTS:

SWOT Report

RECOMMENDATION:

It is recommended that Council for the Town of Mattawa receives and accepts this report and further, that Council approves the 4 main themes as listed above for inclusion in the strategic plan.

BE IT RESOLVED THAT Council of the Town of Mattawa receives report # 25-49R titled Strategic Plan Themes.

AND FURTHER THAT Council approves the 4 main themes for the Strategic Plan, which are:

1. Governance and Community Relations
2. Economic Development and Growth
3. Municipal Services
4. Fiscal Responsibility

AND FURTHER THAT Council approves the Strengths Opportunities Weaknesses and Threats (SWOT) Analysis Report.

Report on the SWOT Discussion

DATE of report August 15, 2025

Edited Aug. 27

Documents Included in the (Brain Storming) Discussion:

Feedback from Councillors Mick and Bigelow

Building a New Brand Story for the Town of Mattawa, September, 2022

MATTAWA – SWOT (Mayor Bélanger)

The bullet points of the Aug. 13 discussion were re-formatted pursuant to the following definitions:

Strengths:

Positive *internal* factors that give an organization a competitive edge.

Weaknesses:

Negative *internal* factors that hinder an organization's performance.

Opportunities:

Positive *external* factors that an organization can leverage for growth. .

Threats:

Negative *external* factors that could negatively impact an organization.

STRENGTHS

Citizens come together in times of need

A resilient community

Marina providing access to the Ottawa and Mattawa rivers

The town's range of amenities and infrastructure resemble that of a city, EG:

Roads, water, drainage

Public Works, Fire Department, Recreation and Information Center

Hospital and Nursing Home

Primary and secondary schools

OPP policing, Ambulance service

Churches and service clubs

Partnerships with Indigenous Communities of

Annual Voyageur Days and Canada Day Festivals

Quality of the town's drinking water

Council's progressive changes since 2023

Marina presents potential for expansion

Town's undeveloped land available for housing and light industry

240 acres (Dorion St)

15 acres (Donald St.)

ACTUAL DIMENSIONS PENDING - CAO

History extending beyond 1892

WEAKNESSES

Small tax base

Fee structure for services utilized by surrounding communities do not meet expenses

Main street does not present well
Many below average income families
Inventory of domestic and commercial housing (EG: empty lots and parking spaces)
Youth retention
Limited employment opportunities
Relationships with other municipalities
Relationships with stakeholders (citizens, businesses, governments)
Council-staff relations
Future planning
Aging infrastructure
Landfill site capacity
Rosemount Valley facility capitalization
Working against the inertia of changing from the old ways of doing things
Technology infrastructure with limited access to high speed internet

OPPORTUNITIES

Development of available properties to support growth and development
Mattawa's Natural Beauty
Ready access to recreation trails, hunting, fishing and exploring nature
Relative proximity to larger urban centers like North Bay, Sudbury, Toronto, Ottawa
A satellite / residential community for North Bay
Investors are interested in Mattawa opportunities
Evolving technology, if applied, could promote Mattawa and facilitate its community services
Emerging trend of migration from large urban centers to smaller communities
(CLEMENT TO RESEARCH AVAILABLE DATA)
Broken rock from land development available for milling
Tourism

THREATS

Climate change
 Flood, fire and wind mitigation required for Climate Change
 Seasonal and weather vulnerabilities affecting tourist revenues
Confined land mass
Aging population
Community services for the Homeless and those in need
Shrinking population base
Revenues for services leave the community
Federal and provincial governments downloading responsibilities to towns
Cyber security
Costs for repairs, maintenance and labour are increasing beyond tax thresholds
Unknowns of US / Canada tariff wars
Shortage of skilled workers among Mattawa residents



INFORMATION REPORT

PREPARED FOR: MAYOR BÉLANGER AND MEMBERS OF COUNCIL

PREPARED BY: COUNCILLOR SPENCER BIGELOW

TITLE: PUMPKINFEST AT EXPLORERS POINT

DATE: MONDAY SEPTEMBER 22, 2025

REPORT NO: 25-50R

BACKGROUND

A new Halloween community tradition.

ANALYSIS AND DISCUSSION

Pyramid structure that holds lit up decorated pumpkins situated at the point. Pumpkins are designed by students & by community donation. Pyramid is lit up the week of Halloween. Pumpkins purchased by the town, the structure funded by town + local/surrounding businesses with marketing opportunity. Pyramid structure to be modular – taken apart and stored.

Have the high school garden support the community endeavour by growing Giant Pumpkins (Dill's Atlantic Giant).

A total of 3 pyramids to be constructed – 2x 20' and 1x25'.

The future – Mattawa Crawl to the Point 'Pumpkinfest'

- After trick or treat/downtown festivities
- Costume contest
- Music
- Culinary and more

FINANCIAL CONSIDERATION:

1x 20' ~ \$3500

Pumpkins \$2000

RELEVANT POLICY/LEGISLATION:

ATTACHMENT:

RECOMMENDATION:

It is recommended to accept this report and initiate the first pyramid and pumpkins this October.



BE IT RESOLVED THAT Council of the Town of Mattawa receives report # 25-50R titled Pumpkinfest at Explorers Point.

AND FURTHER THAT Council approves the purchase of pyramid and pumpkins for October 2025 and directs the recreation staff to erect one pyramid with pumpkins.

AND FURTHER THAT Council supports Pumpkinfest as an annual event to be organized by the Parks and Recreation Department with a costume contest, music, food vendors and more beginning in 2026.



INFORMATION REPORT

PREPARED FOR: MAYOR BÉLANGER AND MEMBERS OF COUNCIL

PREPARED BY: DEXTURE SARRAZIN, DIRECTOR OF COMMUNITY SERVICES

TITLE: UPCOMING CHANGES TO RECYCLING PROGRAM – EFFECTIVE OCTOBER 1, 2025

DATE: MONDAY SEPTEMBER 22, 2025

REPORT NO: 25-51R

BACKGROUND

Purpose

To inform Council of the Province of Ontario's mandated transition of recycling services to producer responsibility effective October 1, 2025, and to outline the impacts this will have on the Town of Mattawa's operations, residents, and the industrial, commercial, and institutional sectors.

In 2019, the Ontario Government passed legislation requiring a shift from the Blue Box Program Plan (municipally operated) to the Individual Producer Responsibility (IPR) Framework. Under this model, producers of packaging, paper, and related products are fully responsible for the funding and operation of residential recycling programs.

The transition is being phased in across Ontario, with Mattawa scheduled to transition on October 1, 2025. After this date, municipalities will no longer bear the direct costs of residential recycling collection and processing.

ANALYSIS AND DISCUSSION

Operational Changes – Residential

- The Town of Mattawa will no longer directly manage residential recycling collection services. Producers, through their contracted service providers, will assume responsibility for curbside recycling pickup. The contracted service provider for the transition is GFL.
- Residents may experience changes in collection schedules, accepted materials, and service providers.
- The Town will remain responsible for public education and communication during the transition period to ensure residents understand the new system.

Commercial, Industrial, and Institutional Recycling

- The provincial producer responsibility framework does not cover IC&I recycling.
- The Town of Mattawa will continue to provide recycling services to businesses, commercial, and industrial properties until December 31, 2025.
- Between October 1 and December 31, 2025, these services will continue but all costs for collection and processing will be charged back to the IC&I sector through invoicing.
- Beginning January 1, 2026, businesses, commercial establishments, and industrial operations will be fully responsible for arranging and covering their own recycling collection and processing.

FINANCIAL CONSIDERATION

- Municipal costs associated with residential recycling will be eliminated after October 1, 2025.
- Costs for servicing the business commercial and industrial sector will be recovered through direct invoicing during the October–December transition period, ensuring no net burden to taxpayers.
- Staff time will still be required for administration, coordination, and customer service related to invoicing and communications.
- Post December 31, 2025, all recycling costs will be eliminated

Next Steps

- Communicate with residents, business commercial and industrial about the upcoming changes.
- Implement an invoicing process for business commercial and industrial users to recover costs of recycling services provided between October 1 and December 31, 2025.
- Notify the IC&I sector of the December 31, 2025, cut-off date and provide guidance for securing independent recycling collection and processing arrangements starting January 2026.
- Monitor the transition and provide Council with updates regarding resident and business feedback, cost recovery, and operational impacts.

RELEVANT POLICY/LEGISLATION:

ATTACHMENTS:

RECOMMENDATION:

That Council receive this report for information and direct staff to proceed with communications to residents and the business commercial and industrial sector regarding the upcoming recycling program changes, including:

- the transition of residential recycling to producer responsibility on October 1, 2025,
- the continuation of municipal recycling service for businesses, commercial, and industrial properties from October 1 to December 31, 2025, with full cost recovery through invoicing, and the full transfer of responsibility for business commercial and industrial recycling to businesses as of January 1, 2026.

BE IT RESOLVED THAT Council of the Town of Mattawa receives report # 25-51R titled Upcoming Changes to Recycling Program – Effective October 1, 2025.

AND FURTHER THAT Council direct staff to proceed with communications to residents and the business commercial and industrial sector regarding the upcoming recycling program changes, including:

- the transition of residential recycling to producer responsibility on October 1, 2025,
- the continuation of municipal recycling service for businesses, commercial, and industrial properties from October 1 to December 31, 2025, with full cost recovery through invoicing, and the full transfer of responsibility for business commercial and industrial recycling to businesses as of January 1, 2026.

DATE: MONDAY SEPTEMBER 22, 2025

11.1

THE CORPORATION TOWN OF MATTAWA

MOVED BY COUNCILLOR _____

SECONDED BY COUNCILLOR _____

BE IT RESOLVED THAT Council of the Town of Mattawa adopt By-Law Number 25-12 which is a by-law to amend Policy 3 of By-law No. 24-10 Governance Policies and Procedures of Council.

THE CORPORATION OF THE TOWN OF MATTAWA

BY-LAW NUMBER 25-12

BEING a by-law to amend By-law No. 24-10 being the governance policies and procedures of Council.

WHEREAS Section 5 (3) of the Municipal Act, 2001 S.O. 2001, c25 as amended, provides that a municipal power shall be exercised by by-law;

AND WHEREAS the Council of the Corporation of the Town of Mattawa deems it necessary to implement policies and procedures for the governance of Council and its meetings;

AND WHEREAS Council deemed it necessary to amend By-law No. 24-10, Policy 3 – Council Meetings of the Governance Policies in order to change several aspects of running the meetings of Council and its committees.

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

1. **THAT** By-law No. 24-10 Governance Policies and Procedures of Council be amended by the replacement of Policy 3 – Council Meetings with the attached Policy 3.
2. **THAT** By-law No. 24-10 be amended to the extent of this By-law.
3. **THAT** this By-law shall come into full force and effect upon the date of its passing.

READ A FIRST and SECOND TIME, this 22nd day of September, 2025.

READ THIRD TIME and FINALLY PASSED, this 22nd day of September, 2025.

Mayor

Clerk

POLICY 3 Council Meetings

(September 22, 2025)

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 one week preceding a next meeting to request agenda items:
 - a. To be returned two days later by 5:00pm and
 - b. In the required format (Appendix 3.1.2)
2. Emailing all Members of a Committee two weeks preceding the next meeting to request agenda items:
 - a. To be returned 1 week and 2 days later by 5:00pm and
 - b. In the required format (Appendix 3.1.2)
3. Ensuring correspondence and petitions received from the public and meriting attention are, at the Clerk's discretion, included in the same or subsequent agenda
4. Including any staff reports related to an agenda item
5. 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.
6. Sharing the current draft agenda with the Chair prior to said meeting
7. Distributing the draft agenda and supporting documents by email to the membership by that Thursday, 5:00pm
8. 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
9. 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 (using same format as regular meetings of Council)
- 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 an alternating basis on the first Monday of each month at a time to be determined by the Chair and Clerk.

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, Deputy Clerk or CAO of non-attendance by phone or email at least 1 hour 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 without note or comment:

- 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

- 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.

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).

DATE: MONDAY SEPTEMBER 22, 2025

11.2

THE CORPORATION TOWN OF MATTAWA

MOVED BY COUNCILLOR _____

SECONDED BY COUNCILLOR _____

BE IT RESOLVED THAT Council of the Town of Mattawa adopt By-Law Number 25-13 which is a by-law to amend Schedule "A" of By-law No. 23-04 Remuneration for Members of Council.

THE CORPORATION OF THE TOWN OF MATTAWA

BY-LAW NUMBER 25-13

BEING a by-law to amend By-law No. 23-04 being the remuneration for Members of Council, Committees of Council and its local boards to provide for reimbursement of expenses.

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

AND WHEREAS Council deemed it necessary to amend Schedule "A" of By-law 23-04.

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

1. **THAT** By-law No. 23-04 the Renumeration for Members of Council be amended by the replacement of Schedule "A" with the attached Schedule "A".
2. **THAT** By-law No. 23-04 be amended to the extent of this By-law.
3. **THAT** this By-law come into force on the day of its final passing.

READ A FIRST and SECOND TIME, this 22nd day of September, 2025.

READ THIRD TIME and FINALLY PASSED, this 22nd day of September, 2025.

Mayor

Clerk

Schedule "A" to By-law No. 25-13

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% 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,
4. A monthly cell phone allowance for the Mayor shall be payable at 100%.
5. That per diem rates while attending meetings or attending training for municipal business outside of the municipal boundaries (further defined as distances greater than 25km from Townhall), that has been approved by resolution of the Council of the Corporation of the Town of Mattawa, be established according to the following table.

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

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

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

THE CORPORATION TOWN OF MATTAWA

MOVED BY COUNCILLOR _____

SECONDED BY COUNCILLOR _____

BE IT RESOLVED THAT this Council 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 SEPTEMBER 22, 2025

16.1

THE CORPORATION TOWN OF MATTAWA

MOVED BY COUNCILLOR _____

SECONDED BY COUNCILLOR _____

BE IT RESOLVED THAT the regular meeting reconvene at _____ p.m.

DATE: MONDAY SEPTEMBER 22, 2025

18.1

THE CORPORATION TOWN OF MATTAWA

MOVED BY COUNCILLOR _____

SECONDED BY COUNCILLOR _____

BE IT RESOLVED THAT the September 22, 2025 meeting adjourn at _____ p.m.