



**SPECIAL MEETING OF COUNCIL
AGENDA
MONDAY SEPTEMBER 29, 2025 AT 5:00 P.M.**

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

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

- 1. Meeting Called to Order**
- 2. Announce Electronic Participants**
- 3. Adoption of Agenda**
 - 3.1 To Adopt the agenda as presented or amended
 - That the agenda dated September 29, 2025 be adopted as amended
- 4. Disclosures of a Conflict of Interest**
- 5. Presentations and Delegations**
- 6. Adoption of Minutes**
- 7. Notice of Motions**
- 8. Correspondence**
- 9. Standing Committee Recommendations/Reports – Motions**
- 10. Information Reports – Motions**
 - 10.1 Dorion Road Illumination Contract – Report # 25-53R
Report from Paul Laperriere, CAO/Treasurer
- 11. By-Laws**
 - 11.1 By-Law 25-14 – Borrowing By-law
BEING a by-law to enter into an agreement with the Bank of Nova Scotia for borrowing of funds if required.
- 12. Old Business**
- 13. New Business**
- 14. Questions from Public Pertaining to Agenda**
- 15. In Camera (Closed) Session**
- 16. Return to Regular Session**

17. Motions Resulting from Closed Session

18. Adjournment

18.1 Adjournment of the meeting

- That the September 29, 2025 meeting adjourn at _____ p.m.

DATE: MONDAY SEPTEMBER 29, 2025

3.1

THE CORPORATION TOWN OF MATTAWA

MOVED BY COUNCILLOR _____

SECONDED BY COUNCILLOR _____

BE IT RESOLVED THAT the meeting agenda dated Monday September 29, 2025 be adopted as amended to include Report # 25-53R titled Dorion Road Illumination Contract.



INFORMATION REPORT

PREPARED FOR: MAYOR BÉLANGER AND MEMBERS OF COUNCIL

PREPARED BY: PAUL LAPERRIERE, CAO/TREASURER

TITLE: DORION ROAD ILLUMINATION CONTRACT

DATE: MONDAY SEPTEMBER 29, 2025

REPORT NO: 25-53R

BACKGROUND

Dorion Road illumination contract closed September 25, 2025.

ANALYSIS AND DISCUSSION

All bids are summarized and discussed in the report from Rob Sapinski of Jp2g – see Attachment #1.

Vickers is the low bid and there are no reasons from staff or from our consultants, Jp2g, why the low bid should not be accepted.

FINANCIAL CONSIDERATION

The low bid amount of \$71,386 is less than engineer's estimate of cost of just over \$100,000 and also less than the remaining available ICIP funding.

Note that the bid amount is good for 60 days, however, the job might not start in this calendar year due to MTO permits which may or may not be secured in time as explained in attachment #2.

If the contract is delayed, the cost is subject to increases estimated from nil up to \$10,000.

RELEVANT POLICY/LEGISLATION:

ATTACHMENTS:

#1 – Illumination Contract Tender Report

#2 – Illumination Contract Substantial Performance

RECOMMENDATION:

It is recommended that Council for the Town of Mattawa receives and approves this report and further that Vickers Power Services be awarded the Dorion Road illumination contract in the amount of \$71,386.00.

BE IT RESOLVED THAT Council of the Town of Mattawa receives report # 25-53R titled Dorion Road Illumination Contract.

AND FURTHER THAT Council approves and awards the contract to Vickers Power Services in the amount of \$71,386.00 plus applicable taxes.

Jp2g Ref No. 20-1046D

2025-09-26

Via e-mail

Town of Mattawa
 160 Water Street, P.O. Box 390
 Mattawa, Ontario, P0H 1V0

Attention Mr. Paul Laperriere, CPA, CA
 Chief Administrative Officer / Treasurer

**Re: Tender Report
 Dorion Road Hill Illumination
 Town Project No. 2025-02**

Dear Sir:

Tenders for the above noted project were received until 3:00 PM, local time, September 25, 2025, and were opened at 3:01 PM, local time, September 25, 2025 for the Dorion Road Hill Illumination works described in the Tender Documents. *Eight* (8) general contractors picked up tender documents and *three* (3) tenders were received. The respective bids are summarized below:

Bidder		Tendered Amount
Vickers Power Services (VP)		\$71,386.00
Benard Rochefort Limited (BR)		\$74,920.00
Cote's Pole Lines Inc. (CP)		\$83,456.00

(above excludes HST)

The tenders were reviewed for mathematical errors, and none were determined. We also reviewed the submitted unit prices, and we did not notice any imbalances. The total tendered price submitted by Vickers Power Services is approximately 40 % lower than our Class 'C' Construction Estimate of \$120,000.00 (excluding HST).

The tender documents required the submission of deliverables. The following is a summary of the deliverables provided:

Deliverable	VP	BR	CP
Signed copy of Form of Tender	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Acknowledgement of Addendums	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Form of Tender detailed pricing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Tender Deposit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Agreement to Bond	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Preliminary Schedule of Work	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Traffic Control Plan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

In reviewing the deliverables submitted by Vicker Power Services, we note the following:

- Schedule Submission
 - The schedule submitted by Vickers Power Services is considered adequate for its content.
 - The sequencing of the work follows a logical order.
 - The schedule adheres to the time limits noted in the tender document. They list a start-up date during October 20th - October 31st, 2025, and a completion date during December 22nd – December 29th, 2025, including the ESA Inspection and commission equipment.
- Traffic Control Submission
 - The Traffic Control Submission by Vickers Power Services is considered adequate for its content.
- Acknowledgement of Addendums
 - Bernard Rochefort Limited acknowledged Addendum Number 1 and Addendum Number 2. Addendum Number 3 was not acknowledged.

If Jp2g Consultants Inc. can be of further assistance during the evaluation process, please do not hesitate to contact the undersigned.

Yours truly,

Jp2g Consultants Inc.



Rob Sapinski, P.Eng.

Senior Civil Engineer

c.c.: Raymond Belanger, Town of Mattawa
 Dexture Sarrazin, Town of Mattawa
 Amy Leclerc, Town of Mattawa
 James Hunton, Jp2g Consultants Inc.

Paul Laperriere

From: Rob Sapinski <rob.sapinski@jp2g.com>
Sent: September 26, 2025 9:59 AM
To: Paul Laperriere
Cc: Mayor Raymond Belanger; James Hunton; Lynn Resmer; Dexture Sarrazin
Subject: Dorion Rd Hill Illumination Contract Substantial Performance

Hi Paul,

Further to your discussion with Jim regarding the Substantial Performance date, please note the following:

Based upon the complexities of the approval process with MTO that we are currently pursuing final approval; we may have to extend the Substantial Performance date to May 2026 from the Tender Documents stated Substantial Performance date of November 2025. This may incur a slight extra cost to the contract.

Hydro One Approval:

Currently we have secured final approval from Hydro One.

Bell Approval:

In conversation with Bell the Consent Work Request (CWR) form will be emailed to Jp2g by the end of this week. This form is required by Bell to initiate their design to lower the Bell cables.

The Work Request (CWR) form will need to be signed by the Town. Based upon the Jp2g illumination design we have identified four (4) effected Bell poles that requires the lowering of the Bell cables. The “ballpark price” to design and to lower the Bell cable provided by Bell is \$5,000.00 to \$10,000.00. This will be at the Town’s expense, and the works could take an approximate

one month to complete the cable lowering works. We will confirm Bell's schedule when we send the signed CWR form.

MTO Encroachment Permit:

As part of MTO's review of the project, they will require final approval from Bell, final approval from Hydro One, and the Contractors Traffic Control Plan.

Thanks,



**Rob Sapinski P.Eng.
Senior Civil Engineer
Jp2g Consultants Inc.**

12 International Drive., Pembroke | K8A 6W5, Ontario, Canada
e: rob.sapinski@jp2g.com | w: www.jp2g.com
m: 613-639-5397 | p: 613-735-2507

[CONFIDENTIALITY NOTICE](#)

DATE: MONDAY SEPTEMBER 29, 2025

11.1

THE CORPORATION TOWN OF MATTAWA

MOVED BY COUNCILLOR _____

SECONDED BY COUNCILLOR _____

BE IT RESOLVED THAT Council of the Corporation of the Town of Mattawa adopt By-Law 25-14 being a by-law to enter into an agreement with the Bank of Nova Scotia for borrowing of funds if required.

THE CORPORATION OF THE TOWN OF MATTAWA

BY-LAW NUMBER 25-14

BEING a by-law to enter into an agreement with the Bank of Nova Scotia for borrowing of funds if required.

WHEREAS the Council of the Corporation of the Town of Mattawa, (the Corporation) deems it necessary to borrow the sum of **Five Hundred Thousand dollars (\$500,000.00)** to meet, until the taxes are collected and other revenues are received, current expenditures of the Corporation for the year.

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

1. **THAT** the **Mayor, Deputy Mayor, CAO/Treasurer, Deputy-Treasurer or Clerk** are hereby authorized to borrow on behalf of the Corporation from THE BANK OF NOVA SCOTIA (the 'Bank') from time to time by way of promissory note or bankers' acceptance a sum or sums not exceeding at any one time **Five Hundred Thousand Dollars, (\$500,000.00)** to meet, until the taxes are collected and other revenues are received, current expenditures of the Corporation for the year **2025**.
2. **THAT Any two of the persons listed above in #1** are hereby authorized to sign, make or draw on behalf of the Corporation and to furnish to the Bank from time to time promissory notes or bankers acceptances for the sum or sums so borrowed with Interest or any other charges at such rate as the Bank may from time to time determine.
3. **THAT** the **Treasurer** is hereby authorized and directed to furnish to the Bank at the time of each borrowing and at such other times as the Bank may from time to time request, a statement showing the nature and amount of the estimated revenues of the current year not yet collected or where the estimates for the year have not been adopted, a statement showing the nature and amount of the estimated revenues of the Corporation as set forth in the estimates adopted for the next preceding year and also showing the total of any amounts borrowed in the current year and in any preceding year that have not been repaid.
4. **THAT** all sums borrowed from the Bank and any interest thereon and any other charges in connection therewith shall, be a charge upon the whole of the revenues of the Corporation for the current year and for any preceding years as and when such revenues are received and that the **Treasurer** is hereby authorized to sign on behalf of the Corporation and to furnish to the Bank an Agreement or Agreements of the Corporation charging the said revenues of the Corporation with payment of all sums borrowed from the Bank and any interest thereon and any other charges in connection therewith.
5. **THAT** the **Treasurer** is hereby authorized and directed to apply in payment of all sums borrowed from the Bank, and of any Interest thereon and any other charges in connection therewith, all of the moneys hereafter collected or received on account or realized in respect of the taxes levied for the current year and for any preceding years and all of the monies collected or received from any other source.
6. **THAT** the **Treasurer** and **Mayor** are hereby authorized and directed to execute, on behalf of the Council of the Corporation of the Town of Mattawa, the Bank of Nova Scotia's Security Agreement, in accordance with the terms of the agreement attached to this By-Law and known as Schedule "A".

READ A FIRST and SECOND time, this 29th day of September, 2025.

READ A THIRD time and FINALLY PASSED this 29th day of September, 2025.

Mayor

Clerk

S E C U R I T Y A G R E E M E N T
M U N I C I P A L I T I E S A N D S C H O O L B O A R D S

To: THE BANK OF NOVA SCOTIA, (the "Bank")

WHEREAS by a 'By-law or Resolution passed by the Council of the Corporation of the Town of Mattawa on the 29th day of September, 2025 authority was given to the Mayor, Deputy Mayor, CAO/Treasurer, Deputy-Treasurer or Clerk to borrow from the Bank the sum or sums therein mentioned and this Agreement was authorized.

AND WHEREAS the Corporation desires to borrow the said sum or sums from the Bank.

NOW IT IS HEREBY AGREED by the Corporation that in consideration of the Bank advancing or providing the said sum or sums to the Corporation that all the revenues of the Corporation of whatever nature and kind are hereby charged to and in favour of the Bank, as security for payment of the monies so advanced or provided by the Bank and any interest thereon and any other charges in connection therewith and the Bank shall have a lien upon all such revenues until the charge hereby and by the said By-law or Resolution created is satisfied.

The Corporation represents and warrants that the whole or any part or parts of the revenues of the Corporation are not subject to any prior charge, except as disclosed to the Bank in writing.

IN WITNESS THEREOF the Corporation has caused this agreement to be executed by its proper officers as required by law this 13th day of January, 2025.

WITNESS:

) By: Sign

)

)

Title: Mayor

)

)

)

Sign

c/s

)

Title: CAO/Treasurer

DATE RECEIVED
RECORDED—
APPROVED—
E.O.

DATE: MONDAY SEPTEMBER 29, 2025

18.1

THE CORPORATION TOWN OF MATTAWA

MOVED BY COUNCILLOR _____

SECONDED BY COUNCILLOR _____

BE IT RESOLVED THAT the September 29, 2025 meeting adjourn at _____ p.m.