



**SPECIAL MEETING OF COUNCIL
AGENDA
MONDAY SEPTEMBER 8, 2025 AT 4:00 P.M.**

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

Zoom Meeting Access: 1-647-374-4685 Meeting ID Code: 481 061 4072 Passcode: 879124

- 1. Meeting Called to Order**
- 2. Announce Electronic Participants**
- 3. Adoption of Agenda**
 - 3.1 To Adopt the agenda as presented or amended
 - That the agenda dated September 8, 2025 be adopted
- 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
- 6. Return to Regular Session**
 - 6.1 That the Council Return to Regular Session at _____ p.m.
- 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
- 11. Motions Resulting from Closed Session**

12. Adjournment

12.1 Adjournment of the meeting

- That the September 8, 2025 meeting adjourn at _____ p.m.

DATE: MONDAY SEPTEMBER 8, 2025

3.1

THE CORPORATION TOWN OF MATTAWA

MOVED BY COUNCILLOR _____

SECONDED BY COUNCILLOR _____

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.

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 8, 2025

6.1

THE CORPORATION TOWN OF MATTAWA

MOVED BY COUNCILLOR _____

SECONDED BY COUNCILLOR _____

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



INFORMATION REPORT

PREPARED FOR: MAYOR BÉLANGER AND MEMBERS OF COUNCIL

PREPARED BY: PAUL LAPERRIERE, CAO/TREASURER

TITLE: ANNUAL RENT RENEWAL FOR ROSEMOUNT VALLEY SUITES

DATE: MONDAY SEPTEMBER 8, 2025

REPORT NO: 25-43R

BACKGROUND

This report was provided to Council at their regular meeting on Monday August 11, 2025.

ANALYSIS AND DISCUSSION

At or around this time, we do a rent review to determine the appropriate increase. Last year, a 2.5% increase was approved.

In 2025, the fire alarms were replaced in all units. In addition, roof repairs were done to fix the one section which is at or near end of life. Quotes to fix the roof are in the \$100,000 range. Further, some unit refrigerators are showing signs of failure and had to be replaced. There are others as well.

Given the additional costs and the fact rents are very low, even by affordable housing comparators.

FINANCIAL IMPLICATIONS

These additional costs are not sustainable and, excluding the roof repairs, will drain all accumulated reserves.

Further, the interest only period ended June 30, 2025 and for the balance of the year, \$38,235 in principal repayments are required to be made.

RELEVANT POLICIES/LEGISLATION

90 day notice requirement and Community Housing not subject to residential rent restriction

ATTACHMENTS

Descon Property Management Report for Reporting Period Ending May 31st, 2025

RECOMMENDATION:

Given the current investments required and the significantly below market rents, it is proposed that rents, effective November 15, 2025, be increased by 5%.

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 a rental rate increase of 5% for Rosemount Valley Suites effective November 15, 2025.

PROPERTY MANAGEMENT REPORT



PROPERTY LOCATION:

231 Tenth Street, Mattawa, ON

PROPERTY OWNER:

Corporation of the town of Mattawa

REPORTING PERIOD:

May 31st, 2025

PREPARED BY:

Descon Management Group Ltd.

OCCUPANCY & LEASING

As of May 31st , 2025, 46 applications have been received and are waitlisted. Current occupancy is as follows:

- VACANT UNITS – none, all units are fully leased and are occupied.

MAINTENANCE.

- The side door where sidewalk was damaged was repaired
- Tenant contact cleaned all windows
- Fire inspections were completed on May 27th, 2025, no issues to report
- The computer that controlled the front door would not power on, received a quote from Jims for \$600.00 to program a new system, after investigating, replaced power source and fixed the computer without using Jims locksmithing
- Refuse door room key needed to be rekeyed due to contractor misplacing key
- We have continued to repair leaks from the roof, mainly the yellow section in the attached diagram. Reached out to 3 roofing companies for a quote, only received 2 quotes and have not received the 3rd. I have attached the 2 quotes to this report and will send the third as soon as it is received.
- Washers and dryers seem to be a constant issue, Dash has attended multiple times to repair, Dash has provided a quote to replace with coin operated, investigating if we can remove the pay system and put in coin instead of replacing the washers and dryers completely
- Smoke detectors continue to be replaced as needed, 30 have been replaced, 31 needs replacement, contacted Westburn and TransCanada for quotes.
- Generator is scheduled for annual inspection

TENANT COMMUNICATIONS

- **Rent increase needs to be determined no later than July 1, 2025**
- Smoking by the door continues to be a problem notices have been sent out
- During the fire inspection a tenant in 112 had removed their smoke detector, informed the tenant that they can be fined \$400 if fire happens and smoke detector was removed

FINANCIAL

- DELIQUENCIES – None
- PROPERTY INCOME STATEMENT – See attached
- PROPERTY CASH FLOW STATEMENT – See attached
- OPERATING AND CAPITAL RESERVES – Operating Reserves continue to be accumulated each period. The 4% Capital Reserve has been deferred until operating reserves accumulated.

Balance Sheet

Rosemount Valley Suites

As of May 31, 2025

DISTRIBUTION ACCOUNT	TOTAL
Assets	
Current Assets	
Cash and Cash Equivalent	
Caisse Populaire	113,710.68
Undeposited Funds	40.00
Total for Cash and Cash Equivalent	\$113,750.68
Accounts Receivable (A/R)	
Accounts Receivable (A/R)	-14,034.90
Total for Accounts Receivable (A/R)	-\$14,034.90
Caisse Shares	10.00
Due From Descon	876.00
Total for Current Assets	\$100,601.78
Non-current Assets	
Property, plant and equipment	
Total for Non-current Assets	0
Total for Assets	\$100,601.78
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable (A/P)	
Accounts Payable (A/P)	3,805.52
Total for Accounts Payable (A/P)	\$3,805.52
Credit Card	
Deferred Revenue	25,789.00
Total for Current Liabilities	\$29,594.52
Non-current Liabilities	
Total for Liabilities	\$29,594.52
Equity	
Retained Earnings	73,165.79
Profit for the year	2,841.47
Owner Draw	-5,000.00
Total for Equity	\$71,007.26
Total for Liabilities and Equity	\$100,601.78

Profit and Loss

Rosemount Valley Suites

April 1-May 31, 2025

DISTRIBUTION ACCOUNT	TOTAL
Income	
Laundry Income	1,168.21
Misc. Fee Income	31.00
Parking Income	810.00
Rent Income	52,380.00
Total for Income	\$54,389.21
Cost of Goods Sold	
Gross Profit	\$54,389.21
Expenses	
Alarm, Internet, Telephone	1,962.82
Bank charges	24.00
Management Fees	3,497.66
Repairs and Maintenance	\$2,538.68
On Site Cleaner	962.50
On Site Super	600.00
Repairs	960.50
Total for Repairs and Maintenance	\$5,061.68
Utilities	0
Gas	2,484.14
Hydro	4,262.24
Water	2,378.44
Total for Utilities	\$9,124.82
Total for Expenses	\$19,670.98
Other Income	
Other Expenses	
Mortgage Interest	31,876.76
Total for Other Expenses	\$31,876.76
Profit	\$2,841.47

A/P Aging Detail Report

Rosemount Valley Suites

As of May 31, 2025

DATE	TRANSACTION TYPE	#	SUPPLIER DISPLAY NAME	DUE DATE	PAST DUE	AMOUNT	OPEN BALANCE
CURRENT							
05/15/2025	Bill	2002 8658 6669 05/25	Hydro One Networks Inc.	06/04/2025	2	1,940.74	1,940.74
05/22/2025	Bill	38230 5 05/25	Enbridge	06/11/2025	-5	716.55	716.55
05/29/2025	Bill	66361	Trans Canada Safety	06/28/2025	-22	1,184.81	1,184.81
05/20/2025	Bill	35205754	ADT Security Services Canada, Inc.	06/30/2025	-24	2.88	2.88
Total for CURRENT						\$3,844.98	\$3,844.98
1 - 30 days past due							
05/06/2025	Supplier Credit	35190381	ADT Security Services Canada, Inc.			-39.46	-39.46
Total for 1 - 30 days past due						-\$39.46	-\$39.46
TOTAL						\$3,805.52	\$3,805.52

From: [Paul Laperriere](#)
To: [Amy Leclerc](#)
Subject: FW: Re RVS: What is the current rate for a 1 bedroom? 2 bedroom?
Date: Wednesday, September 3, 2025 9:55:14 AM

Please include this email with the RSV material.

Thanks,

*Paul Laperriere, CPA, CA
CAO/Treasurer
Town of Mattawa
(705) 744 - 5611*

From: holly@descongroup.com <holly@descongroup.com>
Sent: August 12, 2025 8:37 AM
To: Paul Laperriere <cao@mattawa.ca>
Subject: RE: Re RVS: What is the current rate for a 1 bedroom? 2 bedroom?

Hi Paul,

Sorry I missed this email I had just stepped out

Bachelor 670.00
1 Bed 855.00
1 bed + Den 929.00
2 Bedroom 1055.00

Regards,

Holly Schultz
Property Manager
Descon Management Group
350 Kirkpatrick Street
North Bay, ON, P1B8G5
PH: 705-472-8749 x710

From: Paul Laperriere <cao@mattawa.ca>
Sent: August 11, 2025 4:02 PM
To: Holly Schultz <holly@descongroup.com>
Subject: Re RVS: What is the current rate for a 1 bedroom? 2 bedroom?

Paul Laperriere, CPA, CA
CAO/Treasurer
Town of Mattawa
(705) 744 - 5611

DATE: MONDAY SEPTEMBER 8, 2025

12.1

THE CORPORATION TOWN OF MATTAWA

MOVED BY COUNCILLOR _____

SECONDED BY COUNCILLOR _____

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