



**THE CORPORATION OF THE  
TOWN OF MATTAWA**

**AGENDA**

**REGULAR MEETING OF COUNCIL  
MONDAY, APRIL 12<sup>TH</sup>, 2021  
7:00 P.M.**

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

**TELECONFERENCE TOLL FREE # 1-833-311-4101  
ACCESS CODE: 187 383 5672**

**THE CORPORATION OF THE TOWN OF MATTAWA**  
**A G E N D A**  
**DR. S. F. MONESTIME MUNICIPAL COUNCIL CHAMBERS**  
**160 WATER STREET**  
**MATTAWA, ONTARIO**  
**TELECONFERENCE TOLL FREE # 1-833-311-4101**  
**ACCESS CODE: 187 383 5672**  
**MONDAY, APRIL 12<sup>TH</sup>, 2021 @ 7:00 P.M.**

- 1. Call to Order**
- 2. Disclosure of Pecuniary Interest and Nature Thereof**
- 3. Petitions & Delegations**
  - 3.1 Mayor Robert Corriveau – Re: Voyageur Multi Use Trail System  
(presenting via videoconference)
- 4. Correspondence**
  - 4.1 Mr. Rob Hardwick – Re: Affordable Seniors Housing Committee Resignation  
Planning & Development Services Committee – Clerk
  - 4.2 Town of Caledon – Re: Support for 988, A 3-Digit Suicide & Crisis Prevention Hotline  
General Government Committee – Clerk
  - 4.3 Town of Caledon – Re: Ontario Fire College Closure  
Fire Department Committee – Fire Chief
  - 4.4 West Nipissing Ouest– Re: Vaccine Allocation Support Resolution  
Health Services Committee – Clerk
  - 4.5 Ministry of the Solicitor General- Re: Town of Mattawa Compliant with EMCPA 2020  
Protection to Persons & Property Committee – Clerk
  - 4.6 Ministry of Finance – Re: Ontario Cannabis Legalization Implementation Fund  
Finance Committee – Treasurer
  - 4.7 AMO – Re: One-Time Doubling of Gas Tax Funds in 2021  
Finance Committee – Treasurer
  - 4.8 Ottawa River Regulation Planning Board – Re: Rising Ottawa River Water Levels  
Environmental Services Committee – Clerk
  - 4.9 AMO – Re: Federal Gas Tax & Updated COVID-19 Regulations  
General Government Committee – Clerk
  - 4.10 NBMCA – Re: Watershed Conditions Statement-Water Safety  
Environmental Services Committee – Clerk

**Monday, April 12, 2021**

**Correspondence – Cont'd**

- 4.11 COVID-19 Vaccine Distribution Task Force – Re: Update for COVID-19 Vaccine  
Health Services Committee – Clerk
- 4.12 Rural Development Network – Re: Canadian Rural and Remote Housing & Homelessness  
Symposium  
General Government Committee – Clerk
- 4.13 AMO – Re: Provincial Budget Highlights Bill 257 Referred to Committee  
General Government Committee – Clerk
- 4.14 NBPSDHU– Re: Vaccine Allocation Motion Revised  
General Government Committee – Clerk
- 4.15 NBMCA – Re: Spring Conditions Overview in the Ottawa River Basin  
Conservation Authority- Clerk
- 4.16 Minister of Infrastructure– Re: Asset Management Planning for Municipal Infrastructure  
Regulation  
General Government Committee – Clerk
- 4.17 Township of Edwardsburgh Cardinal – Re: Closure of the Ontario Fire College  
Fire Department Committee – Fire Chief
- 4.18 NBPSDHU – Re: Invitation for Bi-Weekly Meetings  
Health Services Committee – Clerk
- 4.19 AMO– Re: OPP Detachment Board Composition Process, Personal Support Worker  
Temporary Pay Extended & By-Name Lists  
General Government Committee – Clerk
- 4.20 Solicitor General Re: Ontario Provincial Police Detachment Boards  
Protection to Persons & Property Committee – Clerk
- 4.21 Landfill Management Committee – Re: Agenda for March 18, 2021  
Environmental Services Committee – Clerk
- 4.22 District Municipality of Muskoka– Re: Ontario Fire College Campus  
Fire Department Committee – Fire Chief
- 4.23 Municipality of Calvin – Re: Community Safety and Well-Being Plan Commitment  
General Government Committee – Clerk
- 4.24 Municipality of Calvin– Re: Implementation of Amber Eight Light System  
Transportation Committee –Clerk
- 4.25 Municipality of Calvin – Ontario Recovery Sick Leave Benefit  
Health Services Committee – Clerk

**Monday, April 12, 2021**

**Correspondence – Cont'd**

- 4.26 East Nipissing Planning Board– Re: Creating a Residential Lot (Township of Papineau-Cameron)  
Planning & Development – Clerk
- 4.27 East Nipissing Planning Board Re: Creating Two Residential Lots (Township of Mattawan)  
Planning & Development – Clerk
- 4.28 NBMCA – Re: NBMCA 2021 Budget  
Finance Committee – Treasurer
- 4.29 NMHHSS – Re: Nipissing Mental Health Housing & Support Services Becomes Canadian  
Mental Health Association  
Health Services Committee – Clerk
- 4.30 Davey Resource Group– Re: Tree Inventory & Consulting Services  
Environmental Services Committee– Clerk
- 4.31 Prime Minister’s Award – Re: PMA Nomination Deadline April 27, 2021  
General Government Committee – Clerk
- 4.32 FONOM – Re: Multi Minister Forum During Conference  
General Government Committee – Clerk
- 4.33 Affordable Senior Housing Committee – Re: Agenda & Minutes of April 7<sup>th</sup>, 2021 Meeting  
Planning & Development Services Committee – Clerk
- 4.34 Mattawa & Area Community Safety and Well-Being – Re: CSWB Survey  
General Government Committee – Clerk

**5. Questions/Comments (public & Council) about the Content of the Agenda**

**6. Municipal Report Number 846**

- **Minutes of Previous Meeting (s)**
- **Presentation of By-laws/Resolutions**
- **Adoption of Report**

**7. Committee Reports**

- 7.1 Francine Desormeau, CAO/Clerk/Treasurer – Re: Update to Ongoing Activities in Finance & Environmental Services – Report # 2021-42R
- 7.2 Francine Desormeau, CAO/Clerk/Treasurer – Re: MTO Connecting Links Funding – Pont Mauril Belanger (Mattawa River) Bridge Repairs – Report # 2021-43R
- 7.3 Wayne Chaput, By-Law Enforcement Officer – Re: By-Law to Regulate Smoking &/or Vaping of Tobacco or Vapour Products in Public Places & Workplaces – Report # 2021-44R

- 7.4 Amy Leclerc, Executive Assistant/Deputy-Clerk – Re: Affordable Senior Housing Committee – Report # 2021-45R
- 7.5 Barry Jackson, Public Works Supervisor – Re: Gorman Street Project – Final Restoration – Report # 2021-46R
- 7.6 Renee-Anne Paquette, Recreation & Facilities Services Manager – Re: Municipal Alcohol Policy – Report # 2021-47R
- 7.7 Renee-Anne Paquette, Recreation & Facilities Services Manager – Re: Activity Update in Recreation Department – Report # 2021-48R
- 7.8 Renee-Anne Paquette, Recreation & Facilities Services Manager – Re: Marina Update – Report # 2021-49R
- 7.9 Francine Desormeau, CAO/Clerk/Treasurer – Re: Update to Ongoing Activities in General Government & Planning & Development Services – Report # 2021-50R

**8. Questions Period**

**9. New/Old Business**

**10. 2/3 (Special Resolutions – not previously circulated)**

**11. In Camera (Closed)**

11.1 Personnel Matters

**12. Return to Regular Session**

**13. Adjournment**

Monday, April 12<sup>th</sup>, 2021

Members of Council,

Attached please find Municipal Report Number 846 for consideration by Council.

Respectfully submitted

Francine Desormeau  
Clerk

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**THE CORPORATION TOWN OF MATTAWA**

**COMMITTEE: GENERAL GOVERNMENT**

**CHAIRPERSON: COUNCILLOR D. SARRAZIN**

**DEPT. HEAD: FRANCINE DESORMEAU, CAO/CLERK/TREASURER**

**TITLE: ADOPTION OF THE MINUTES**

Draft By-Law

Item

Policy Recommendation

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**Mayor D. Backer and Members of Council:**

**BE IT RESOLVED THAT** the minutes of the Regular Meeting of Monday, March 22<sup>nd</sup>, 2021 and the Closed Meeting of Monday, March 22<sup>nd</sup>, 2021 be adopted as circulated.

Respectfully submitted,

Councillor D. Sarrazin

## THE CORPORATION OF THE TOWN OF MATTAWA

The minutes of the regular meeting of Council held Monday, March 22<sup>nd</sup>, 2021 at 7:00 p.m. in the S. F. Monestime Municipal Council Chambers. The meeting was also available via teleconference and streamed live via Town of Mattawa Facebook Page.

Council Present: Mayor D. Backer  
Councillor D. Sarrazin  
Councillor G. Larose  
Councillor G. Thibert  
Councillor L. Mick  
Councillor R. Jones

Council Absent: Councillor L. Ross

Staff Present: Francine Desormeau, CAO/Clerk/Treasurer  
Amy Leclerc, Executive Assistant/Deputy-Clerk  
Barry Jackson, Public Works Supervisor (via videoconference)  
Renee Paquette, Recreation & Facilities Services Manager (via videoconference)

Staff Absent: Wayne Chaput, Chief Building Official/By-Law Officer  
Paul Lafreniere, Interim Fire Chief

<p>*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.</p>
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1. Meeting Called to Order at 7:00 p.m.
2. Disclosures of Pecuniary Interest and Nature Thereof
  - Councillor Sarrazin declared a pecuniary interest on closed session matter.
3. Petitions & Delegations
  - 3.1 Mr. Keith Dillabough presented to Council, via videoconference, a proposal to create an informal mountain bike trail.
4. Correspondence
5. Questions/Comments about the Content of the Agenda – None
6. Municipal Report Number 845

Page No. 58

**BE IT RESOLVED THAT** the minutes of the Regular Meeting of Monday, March 8<sup>th</sup>, 2021, the Special Meeting of Monday, March 15<sup>th</sup>, 2021 and the Closed Meeting of Monday, March 15<sup>th</sup>, 2021 be adopted as circulated.

Carried



Page No. 59

**BE IT RESOLVED THAT** the Council of the Town of Mattawa accepts the quote from Golder in the amount of \$2,688.00 plus HST to complete the designated substance and hazardous materials assessment for the property located at 333 Main Street.

Carried

Page No. 60

**BE IT RESOLVED THAT** Council of the Corporation of the Town of Mattawa agrees to have the associated consulting fees and further costs related to the development of the Community Safety and Well-Being Plan cost shared the same as the Mattawa and Area Police Service Board formula being:

Town of Mattawa - 39%

Township of Papineau-Cameron - 23%

Municipality of Calvin – 23%

Municipality of Mattawan – 15%

**AND BE IT FURTHER RESOLVED THAT** a copy of this resolution be sent to the participating municipalities.

Carried

Page No. 61

**BE IT RESOLVED THAT** Council of the Corporation of the Town of Mattawa adopts the Social Media Policy which will guide and support the use of social media as a tool to deliver tool to deliver effective and accessible communication about Municipal news, programs and services to the community.

Carried

Page No. 62

**BE IT RESOLVED THAT** the Council of the Town of Mattawa accepts the offer from Mr. John Michaud in the amount of \$2,500.00 for the purchase of the 1989 Ford L9000 Single Axle Dump Truck.

Carried

Page No. 63

**BE IT RESOLVED THAT** Council of the Corporation of the Town of Mattawa authorize payment for additional maintenance work performed at the Landfill Site by Dumont Backhoe Services at a cost of \$3,150.00 plus HST.

Carried

Resolution Number 21-25

Moved by Councillor L. Mick

Seconded by Councillor G. Larose

**BE IT RESOLVED THAT** the Municipal Report Number 845 be adopted.

Carried

7. Committee Reports

- 7.1 Francine Desormeau, CAO/Clerk/Treasurer – Re: Update to Ongoing Activities in General Government/Planning & Development – Report # 2021-35R
- 7.2 Francine Desormeau, CAO/Clerk/Treasurer – Re: Update to Ongoing Activities in Finance/Environmental – Report # 2021-36R
- 7.3 Francine Desormeau, CAO/Clerk/Treasurer – Re: 2020 Statement of Council Remuneration & Expenses – Report # 2021-37R
- 7.4 Francine Desormeau, CAO/Clerk/Treasurer – Re: Library Update – Report # 2021-38R
- 7.5 Francine Desormeau, CAO/Clerk/Treasurer – Re: Mattawa Landfill Site Participation Agreement – Report # 2021-39R
- 7.6 Amy Leclerc, Executive Assistant/Deputy-Clerk – Re: Municipal Asset Management Program Grant – Report # 2021-40R
- 7.7 Renee-Anne Paquette, Recreation & Facilities Services Manager – Re: Activity Update in Recreation Department – Report # 2021-41R

8. Questions from the Floor – None

9. New/Old Business

10. 2/3 (Special Resolutions – not previously circulated)

- 10.1 Mattawa Landfill Site Participation Agreement  
Deferred until after In Camera Session

11. In Camera (Closed) Session

- 11.1 Personnel Matter

Councillor D. Sarrazin declared a conflict of interest on Item 11.1 and removed himself from Council Chambers.

Resolution Number 21-26

Moved by Councillor G. Larose

Seconded by Councillor L. Mick

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

*b) personal matters about an identifiable individual, including municipal or local board employees; and*

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

Carried

11.2 Mattawa Landfill Site

Councillor D. Sarrazin returned to Council Chambers for Item 11.2.

12. Return to Regular Session

Resolution Number 21-27

Moved by Councillor R. Jones

Seconded by Councillor G. Thibert

**BE IT RESOLVED THAT** the regular meeting of council reconvene at 8:38 p.m.

Carried

Mayor D. Backer stated the In Camera session was to discuss a personnel matter and the Mattawa Landfill Site.

Resolution Number 21-28

Moved by Councillor G. Thibert

Seconded by Councillor D. Sarrazin

***BE IT RESOLVED THAT Council approve the Participation Agreement for the Mattawa Landfill Site and authorizes the CAO/Treasurer to circulate the document to Councils of the Municipality of Mattawan and the Township of Papineau-Cameron.***

Carried

13. Adjournment

The regular meeting of Council Monday, March 22<sup>nd</sup>, 2021 adjourned at 8:40 p.m.

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Mayor

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Clerk

## THE CORPORATION OF THE TOWN OF MATTAWA

The minutes of the Closed Meeting session of Council held Monday, March 22<sup>nd</sup>, 2021 at 8:15 p.m. in the S. F. Monestime Municipal Council Chambers.

Council Present: Mayor Backer  
Councillors D. Sarrazin, G. Larose, G. Thibert, L. Mick, R. Jones

Council Absent: Councillor L. Ross

Staff Present: Francine Desormeau, CAO/Clerk/Treasurer

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The meeting was held under the Municipal Act, 2001, S.O. 2001, c.25 Section 239 (2)(b)(e).

Topics for discussion:

1. Under Section 239 (2) of the Municipal Act – b) personal matters about an identifiable individual, including municipal or local board employees.
2. Under Section 239 (2) of the Municipal Act – e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.

Councillor D. Sarrazin declared a conflict of interest on Section 239(2)(b) and removed himself from Council Chambers.

Councillor D. Sarrazin returned to Council Chambers for Section 239(2)(e).

- See Regular Meeting Resolution: 21-26 and 21-27

The closed meeting session adjourned at 8:38 p.m.

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Mayor

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Clerk

**THE CORPORATION TOWN OF MATTAWA**

**COMMITTEE: GENERAL GOVERNMENT**

**CHAIRPERSON: COUNCILLOR D. SARRAZIN**

**DEPT. HEAD: AMY LECLERC, EXECUTIVE ASSISTANT/DEPUTY-CLERK**

**TITLE: COVID-19 VACCINATIONS**

**Draft By-Law**

**Item**

**Policy Recommendation**

**Mayor D. Backer and Members of Council:**

With the release of the COVID-19 Vaccine in Ontario, Northern municipalities are seeing a delay in obtaining this critical vaccine.

The North Bay Parry Sound District Health Unit requires our assistance to lobby the Government to provide the vaccine to our area.

For this reason it is recommended:

**Recommendation**

**WHEREAS** the Corporation of the Town of Mattawa is within the District of the North Bay Parry Sound District Health Unit (Health Unit);

**AND WHEREAS** the Health Unit received its first allocation of vaccine more than a month a half later than Southern Ontario and Ottawa health regions;

**AND WHEREAS** vaccine allocation for the Health Unit has not increased over time to compensate for the delay in provision of the first vaccine allocation;

**AND WHEREAS** COVID-19 transmission rates in Northern Ontario, as evidenced by the effective reproduction numbers R(t), are among the highest in the province;

**AND WHEREAS** due to the vaccine allocation, the Health Unit is still in phase 1 of the rollout while public health unit regions in Southern Ontario and Ottawa are in phase 2;

**AND WHEREAS** 26.5% of the population in the Parry Sound District and 22.4% of the population in the Nipissing District are aged 65 years or older, compared to 16.7% for all of Ontario (2016 Census);

**AND WHEREAS** the delay in the Health Unit vaccine allocations is causing increasing inequities in the booking of COVID-19 vaccination clinics;

**AND WHEREAS** due to the vaccine allocation, Indigenous populations have not received their required allocation.

**THEREFORE BE IT RESOLVED THAT** the Corporation of the Town of Mattawa request that the vaccine allocation be prioritized to public health unit regions that are still in phase 1 to enable them to catch up to those regions in Southern Ontario and Ottawa;

**AND BE IT FURTHER RESOLVED THAT** this motion be forwarded to the Honourable Doug Ford, Premier of Ontario, the Honourable Christine Elliot, Minister of Health, Vic Fedeli, MPP – Nipissing, Norm Miller, MPP – Parry Sound-Muskoka, John Vanthof, MPP – Temiskaming-Cochrane, Mayors/Reeves within the North Bay Parry Sound District Health Unit District, Ontario Boards of Health an the Association of Local Public Health Agencies.

Respectfully submitted,

Councillor D. Sarrazin

**THE CORPORATION TOWN OF MATTAWA**

**COMMITTEE: GENERAL GOVERNMENT**

**CHAIRPERSON: COUNCILLOR D. SARRAZIN**

**DEPT. HEAD: AMY LECLERC, EXECUTIVE ASSISTANT/DEPUTY-CLERK**

**TITLE: MUNICIPAL ASSET MANAGEMENT PROGRAM GRANT**

       Draft By-Law

  X   Item

       Policy Recommendation

**Mayor D. Backer and Members of Council:**

Since asset management planning has come to the forefront the Federation of Canadian Municipalities has funded a grant program.

This program began last year offering grants to eligible municipalities to offset the cost and support critical infrastructure planning. Staff are preparing an application for funding to bring our current Asset Management Plan Strategic Policy into Phase 1 which addresses our core assets. These Phase 1 and 2 assets provide essential public services dealing with roads, bridges, culverts, water supply and distribution, sanitary sewage collection and treatment and storm water management.

The maximum funding contribution for each municipality is \$50,000.00. Municipal governments with a population above 1,000 qualify for 80% of eligible costs. The municipal portion of 20% can be funded either directly through the budget or through other sources such as Federal Gas Tax or other government funding.

**Recommendation:**

**BE IT RESOLVED THAT** the Council of the Town of Mattawa directs staff to apply for a grant opportunity from the Federation of Canadian Municipalities’ Municipal Asset Management Program for Asset management Plan Phase 1 and Phase 2.

**AND BE IT FURTHER RESOLVED THAT** the Town of Mattawa commits to conducting the Core Asset Condition Assessment in its proposed project submitted to the Federation of Canadian Municipalities’ Municipal Asset Management Program to advance our asset management plan.

**AND BE IT FURTHER RESOLVED THAT** the Council of the Town of Mattawa commits \$10,000.00 from its budget toward the costs of this initiative.

Respectfully submitted,  
Councillor D. Sarrazin

**THE CORPORATION OF THE TOWN OF MATTAWA**

**COMMITTEE: GENERAL GOVERNMENT SERVICES**

**CHAIRPERSON: COUNCILLOR D. SARRAZIN**

**DEPT. HEAD: FRANCINE DESORMEAU, CAO/TREASURER**

**TITLE: NON-UNION EMPLOYEE GROUP**

**CLASSIFICATIONS AND JOB DESCRIPTIONS**

     Draft By-Law                        X   Item                           Policy Recommendation

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**Mayor D. Backer and Members of Council:**

In 2017, Council adopted a Non-Union Employee Group Classifications Policy which included salaries and job descriptions for non-unionized positions.

With the retirement of the former Chief Administrative Officer in March of last year, changes to Town hall staff positions have occurred and new job descriptions and respective salaries have been reviewed and are now ready for formal adoption. Report #2021-09R, presented to Council at the January 25<sup>th</sup> meeting provided information and background for review and discussion.

The following positions to be **eliminated** from the Non-Union Employee Group Classifications are Finance and Payroll Coordinator, Executive Assistant/Deputy-Clerk, Process and Compliance Technician Clerk/Deputy-Treasurer and Administrative Assistant.

The following positions to be **added** to the Non-Union Employee Group Classifications are Municipal Clerk/Revenue Services Clerk, Deputy-Treasurer/Payroll Clerk, Front Office Clerk/Lottery Licensing Officer and Executive Assistant.

This resolution is the first step in formalizing staff to their new roles therefore the following is recommended:

**Recommendation**

**BE IT RESOLVED THAT** Council of the Corporation of the Town of Mattawa authorizes the elimination of General Government Department positions to the Non-Union Employee Group Classifications policy as follows:

- **Finance and Payroll Coordinator**
- **Executive Assistant/Deputy-Clerk**
- **Process and Compliance Technician**
- **Clerk/Deputy-Treasurer**
- **Administrative Assistant**



**AND BE IT FURTHER RESOLVED THAT** Council authorizes the addition of four General Government Department positions to the Non-Union Employee Group Classifications policy which includes their respective job descriptions as attached:

- **Municipal Clerk/Revenue Services Clerk**
- **Front Office Clerk/Lottery Licensing Officer**
- **Deputy-Treasurer/Payroll Clerk**
- **Executive Assistant**

Respectfully submitted,

Councillor D. Sarrazin

**THE CORPORATION TOWN OF MATTAWA**

**COMMITTEE: GENERAL GOVERNMENT SERVICES**

**CHAIRPERSON: COUNCILLOR D. SARRAZIN**

**DEPT. HEAD: FRANCINE DESORMEAU, CAO/TREASURER**

**TITLE: APPOINTMENT OF MUNICIPAL CLERK & DEPUTY-TREASURER**

21-11 Draft By-Law                      \_\_\_\_\_ Item                      \_\_\_\_\_ Policy Recommendation

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**Mayor D. Backer and Members of Council:**

With the recent appointment of the Chief Administrative Officer and changes to existing positions in the municipal office, formal appointments by way of a By-law is the last step to formalize this process.

Ms. Amy Leclerc is being appointed as Municipal Clerk and Mr. Scott Lacelle is being appointed as the Deputy-Treasurer. As per the Municipal Act a By-law must be adopted for the appointment of municipal officers and servants for the purposes of the Corporation.

Therefore the following is recommended:

**Recommendation:**

**BE IT RESOLVED THAT** Council adopt By-law Number 21-11 to appoint Amy Leclerc as Municipal Clerk and Mr. Scott Lacelle as Deputy-Treasurer for the Corporation of the Town of Mattawa.

Respectfully submitted

Councillor D. Sarrazin

**THE CORPORATION OF THE TOWN OF MATTAWA**

**BY-LAW 21-11**

**BEING A BY-LAW TO APPOINT A MUNICIPAL CLERK AND DEPUTY-TREASURER  
FOR THE CORPORATION OF THE TOWN OF MATTAWA**

**WHEREAS** the Municipal Act (section 228(1) provides that a Council of a Municipality shall pass a by-law for appointing officers and servants as deemed necessary for the purposes of the Corporation;

**AND WHEREAS**, The Municipal Act, Section 228(1) provides that a municipality shall appoint a Clerk whose duty is to:

- record, without note or comment, all resolutions, decisions and other proceedings of Council
- If required by any member present at a vote, to record the name and vote of every member voting on any matter or question;
- To keep the originals or copies of all by-laws and of all minutes of the proceedings of the Council;
- To perform the other duties required under this Act or under any other Act; and
- To perform such other duties as are assigned by the municipality.

**AND WHEREAS**, The Municipal Act, Section 286(2) provides that a municipality may appoint Deputy-Treasurers who shall have all the powers and duties of the Treasurer under this and any other act;

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

1. That Amy Leclerc is hereby appointed Municipal Clerk for the Corporation.
2. That Scott Lacelle is hereby appointed Deputy-Treasurer for the Corporation.
3. That the said Amy Leclerc and Scott Lacelle shall exercise all the authority, powers and rights and shall perform all the duties and obligations which by statute or by by-law are or may be conferred or imposed upon and any other duties that may be imposed by Council.
4. Pursuant to Section 288(4)(5) of the Municipal Act, 2001, Chapter 25, the Clerk may delegate in writing to any person other than a member of Council, any of the Clerk's powers and duties under this or any other Act, and that in spite of this delegation, may continue to exercise the delegated powers and duties.
5. This By-law shall be come into force and take effect upon final passing thereof.

READ A FIRST and SECOND time, this 12<sup>th</sup> day of April, 2021

READ A THIRD time and FINALLY PASSED this 12<sup>th</sup> day of April, 2021.

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Mayor

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Clerk

**THE CORPORATION OF THE TOWN OF MATTAWA**

**COMMITTEE:** FINANCE COMMITTEE  
PERSONNEL COMMITTEE

**CHAIRPERSON:** COUNCILLOR G. THIBERT

**DEPT. HEAD:** FRANCINE DESORMEAU, CAO/TREASURER

**TITLE:** REVISED NON-UNION EMPLOYEE GROUP SALARY GRID

     Draft By-Law                        X   Item                           Policy Recommendation

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**Mayor D. Backer and Members of Council:**

A Five-Step Salary Grid was established in 2017 to align with the Non-Union Employee Group Classifications Policy. The Salary Grid included an annual percentage increase to the non-union group for the years 2017 to 2022.

The five-year wage increase plan (\$ per hour) for the non-union employee group was adopted as follows:

- 2018 Wage increase of 1.00 %
- 2019 Wage increase of 1.25 %
- 2020 Wage increase of 1.50 %
- 2021 Wage increase of 1.75 %
- 2022 Wage increase of 2.00 %

The Salary Grid document needs to be amended to reflect the new Non-Union Employee Group job classifications as proposed in Report #2021-09R provided at the January 25<sup>th</sup> meeting and more specifically for the years 2021 and 2022.

The revised Five-Step Salary Grid has been amended and is attached.

**Recommendation:**

**BE IT RESOLVED THAT** Council of the Corporation of the Town of Mattawa approve the revised Five-Step Salary Grid for the Non-Union Group Classifications for the years 2021 and 2022.

Respectfully submitted,

Councillor G. Thibert

**THE CORPORATION TOWN OF MATTAWA**

**COMMITTEE: RECREATION, TOURISM & SPECIAL PROJECTS**

**CHAIRPERSON: COUNCILLOR L. ROSS**

**DEPT. HEAD: RENÉE-ANNE PAQUETTE, RECREATION & FACILITIES SERVICES MANAGER**

**TITLE: PITCH-IN CANADA WEEK**

Draft By-Law                       Item                       Policy Recommendation

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**Mayor D. Backer and Members of Council:**

**WHEREAS** hundreds of thousands of Canadians show their concern for the environment and their communities each year by participating in PITCH-IN CANADA projects to:

reduce, reuse, recycle and properly dispose of waste; clean up and rejuvenate local neighbourhoods, green spaces, ravines, waterways and illegal dump sites; restore habitats; and to establish composting and recycling projects;

**AND WHEREAS** PITCH-IN CANADA, a national, community-based, organization comprised of eco-action and community volunteers, believes that maintaining a quality environment and encouraging civic pride is everyone's responsibility;

**AND WHEREAS** PITCH-IN CANADA encourages voluntary action to keep communities clean and beautiful and restore and maintain a healthy environment;

**Recommendation:**

**NOW THEREFORE BE IT RESOLVED THAT** the Corporation of the Town of Mattawa declares the week of April 17 - 23, 2021 as "PITCH-IN CANADA Week" in the Mattawa Area and invites all citizens in our region to actively participate in PITCH-IN Week!

Respectfully submitted,

Councillor L. Ross

**THE CORPORATION TOWN OF MATTAWA**

**COMMITTEE: RECREATION, TOURISM & SPECIAL PROJECTS**

**CHAIRPERSON: COUNCILLOR L. ROSS**

**DEPT. HEAD: RENÉE-ANNE PAQUETTE, RECREATION & FACILITIES SERVICES MANAGER**

**TITLE: LAWN MAINTENANCE CONTRACT FOR 2021**

Draft By-Law                       Item                       Policy Recommendation

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**Mayor D. Backer and Members of Council:**

Last year the Municipality issued a tender for lawn maintenance services for the Corporation of the Town of Mattawa for years 2020, 2021 and 2022. The contract was awarded to Richard Doucette in 2020 in the amount of \$14,000. We are now seeking to exercise Year 2 option with the same contractor for year 2021 in the amount of \$17,000.

Areas included: Dufoe Park, Lions Park, Annie's Park, Mattawa Conservation Island, Timmins Park, Mattawa Information Centre, Explorers Point/Mattawa Waterfront/Mattawa Museum, Mattawa Municipal Office/Cenotaph, Mattawan Street, Bissett Street, Mattawa Waterworks and Lift Stations.

**Recommendation:**

**BE IT RESOLVED THAT** Council of the Corporation of the Town of Mattawa carry out lawn maintenance services for the 2021 season to Richard Doucette in the amount of \$17,000 for all maintenance areas listed in the contract.

Respectfully submitted,

Councillor L. Ross

**THE CORPORATION TOWN OF MATTAWA**

**COMMITTEE: RECREATION, TOURISM & SPECIAL PROJECTS**

**CHAIRPERSON: COUNCILLOR L. ROSS**

**DEPT. HEAD: RENÉE-ANNE PAQUETTE, RECREATION & FACILITIES SERVICES MANAGER**

**TITLE: RECREATION BOOKING SOFTWARE**

Draft By-Law                       Item                       Policy Recommendation

**Mayor D. Backer and Members of Council:**

The Parks and Recreation Department has been looking at ways to better serve the citizens of Mattawa. One of the opportunities identified is purchasing a Recreation Booking Software that would enable users to view recreation facility availabilities online in real time. Book King software is the go-to software that many surrounding small communities have turned to especially in the past year due to covid. This software is completely online, comes with: Point of Sale (cash register, opportunity to program specific buttons for programs and activities), Facility Booking for up to 10 facilities (arena, fitness centre, hall, ballfields, etc.) and gives public access online to see what facilities are available in real time.

**Costs:**

Initial Set-up: \$1199.97 plus tax  
Monthly cost: \$154.99 plus tax (save 5% when we pay annually) 147.24  
Laptop: \$1000 plus tax  
TOTAL: \$4482.54

The costs will be offset at 100% through the COVID-19 Safe Restart Agreement – Municipal Operating Funding that the Town of Mattawa has already received.

**Recommendation:**

**BE IT RESOLVED THAT** Council of the Corporation of the Town of Mattawa sign the Implementation Agreement with Book King Software for the Department of Parks and Recreation.

Respectfully submitted,

Councillor L. Ross