



**THE CORPORATION OF THE
TOWN OF MATTAWA**

AGENDA

**REGULAR MEETING OF COUNCIL
MONDAY, SEPTEMBER 27TH, 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: 2497 799 1328**

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: 2497 799 1328
MONDAY, SEPTEMBER 27TH, 2021 @ 7:00 P.M.

- 1. Call to Order**
- 2. Disclosure of Pecuniary Interest and Nature Thereof**
- 3. Petitions & Delegations**
- 4. Correspondence**
 - 4.1 MNDMNRF – Re: Ottawa Valley Short Term Plan Extension Notice
Environmental Services Committee – Clerk
 - 4.2 NBMCA – Re: Watershed Conditions Statement Flood Outlook of September 20th
Conservation Authority Committee - Clerk
 - 4.3 Mattawa Historical Society – Re: Museum Financial Statement for 2020
Finance Committee – Treasurer
 - 4.4 Township of Scugog – Re: Resolution for Structure Inventory & Inspections
Finance Committee – Treasurer
 - 4.5 Municipality of Mattawan – Re: Landfill Site Participation Agreement
Environmental Services Committee – CAO
 - 4.6 MMAH – Re: Site Plan Control Guide
Planning & Development Services Committee – CAO
 - 4.7 Township of Huron-Kinloss – Re: Resolution for Changes to Provincial Offences Act
Protection to Persons & Property Committee – By-Law Officer
 - 4.8 Blue Sky Region – Re: Accelerated High Speed Internet Program – AHSIP
Planning & Development Committee – Clerk
 - 4.9 National Defense – Re: National Veteran’s Week Speakers Program 2021
General Government Committee – Clerk
 - 4.10 Mayor Backer – Re: Resignation from Cassellholme Board of Directors
General Government Committee – Clerk

Monday, September 27, 2021

Correspondence – Cont'd

- 4.11 FONOM – Re: Go North Promotional Videos
General Government Committee – Clerk
- 4.12 OCWA – Re: 2021 Internal QEMS Audit Report & Summary of Findings
Environmental Services Committee – CAO
- 4.13 Municipality of Trent Lakes – Re: Support Resolution for OHIP Eye Care
Health Services Committee – Clerk
- 4.14 NOHFC – Re: Mattawa Museum & Stage Funding
Finance Committee – Treasurer
- 4.15 Landfill Management Committee – Re: Minutes of Meeting March 18, 2021
Environmental Services Committee – CAO
- 4.16 Voyageur Curling Club – Re: Corporate Gym Membership Request
Recreation, Tourism & Special Projects Committee – Recreation Facilities & Service
Manager
- 4.17 Gabrielle Lahaie, CEO of John Dixon Public Library – Re: Request From Library for
Temporary Location

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

6. Municipal Report Number 857

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

7. Committee Reports

Information/Action Item Reports

- 7.1 Francine Desormeau, CAO/Treasurer – Re: Fire Chief Position Advertisement & Salary
Review Information – Report # 2021-106R
- 7.2 Barry Jackson, Public Works Supervisor – Re: Capital Projects Update & Schedule – Report
2021-107R
- 7.3 Renee-Anne Paquette, Recreation & Facilities Services Manager – Re: Municipal Alcohol
Policy Revised - Report # 2021-108R

Departmental Activity Reports

- 7.4 Francine Desormeau, CAO/Treasurer – Re: Update to Ongoing Activities in General
Government – Report # 2021-109R
- 7.5 Paul Lafreniere, Interim Fire Chief – Re: Update In Fire Department – Report # 2021-110R

7.6 Renee-Anne Paquette, Recreation & Facilities Services Manager – Re: Activity Update In Recreation Department – Report # 2021-111R

8. Questions Period

9. New/Old Business

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

11. In Camera (Closed)

12. Return to Regular Session

13. Adjournment

Monday, September 27th, 2021

Members of Council,

Attached please find Municipal Report Number 857 for consideration by Council.

Respectfully submitted

Amy Leclerc
Clerk

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THE CORPORATION TOWN OF MATTAWA

COMMITTEE: GENERAL GOVERNMENT

CHAIRPERSON: COUNCILLOR D. SARRAZIN

DEPT. HEAD: AMY LECLERC, CLERK/REVENUE SERVICES CLERK

TITLE: ADOPTION OF THE MINUTES

Draft By-Law

Item

Policy Recommendation

Mayor D. Backer and Members of Council:

BE IT RESOLVED THAT the minutes of the Regular Meeting of Monday, September 13th, 2021, the Special Meeting of Tuesday, September 21st, 2021 and the Closed Meeting of Tuesday, September 21st, 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, September 13th, 2021, at 7:00 p.m. in the Dr. 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. Ross
Councillor R. Jones

Council Absent: Councillor L. Mick

Staff Present: Francine Desormeau, CAO/Treasurer
Wayne Chaput, Chief Building Official/By-Law Officer
Amy Leclerc, Clerk/Revenue Services Clerk
Barry Jackson, Public Works Supervisor
Renee Paquette, Recreation & Facilities Services Manager
Paul Lafreniere, Interim Fire Chief

Staff Absent: None

*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 at 7:00 p.m.
2. Disclosures of Pecuniary Interest and Nature Thereof – None
3. Petitions & Delegations – None
4. Correspondence
5. Questions/Comments about the Content of the Agenda – None
6. Municipal Report Number 856

Page No. 193

BE IT RESOLVED THAT the minutes of the Regular Meeting of Monday, August 23rd, 2021, the Closed Meeting of Monday, August 23rd, 2021, the Special Meeting of Tuesday, September 7th, 2021 and the Closed Meeting of Tuesday, September 7th, 2021 be adopted as circulated.

Carried

Page No. 194

BE IT RESOLVED THAT Council of the Town of Mattawa declares September 30th, 2021 as a Statutory Holiday for all Town of Mattawa employees to commemorate the legacy of residential schools fulfilling one of many recommendations made by the Truth and Reconciliation Commission.

Carried

Page No. 195

BE IT RESOLVED THAT Council of the Corporation of the Town of Mattawa adopt By-Law No.21-22 which is a By-law to prohibit the feeding and attracting of pigeons within the Town of Mattawa on private and municipal property.

Carried

** Councillor G. Larose arrived at 7:04 p.m. during the reading of Page No. 196

Page No. 196

BE IT RESOLVED THAT Council of the Corporation of the Town of Mattawa award the Supply and Installation of Grader Tires on the 1989 Champion Grader Unit # GR-01 to Kal Tire at the price of \$7,185.81 plus HST.

Carried

Page No. 197

BE IT RESOLVED THAT the Mayor and Council of the Corporation of the Town of Mattawa approve Mr. Fern Rockburn's request for permission to trap fur bearing animals, more specifically fox and martin, on municipal property surrounding the Mattawa Landfill Site for a three-year period which would include the trapping seasons of 2021-2022, 2022-2023, and 2023-2024.

Carried

Page No. 198

BE IT RESOLVED THAT Council of the Corporation of the Town of Mattawa approve the awarding of the "Site Operations at the Mattawa Landfill Site" Tender for the period of October 1, 2021 to September 30, 2026 to Dumont Backhoe Services in the amount of \$213,840.00 per year and plus HST.

AND BE IT FURTHER RESOLVED THAT Council approve the sorting of mixed loads of \$250.00 plus HST per hour and to provide sand cover material for covering the active landfilling area at \$250.00 per load plus HST if and when required and only upon request from the municipality.

Carried

Resolution Number 21-75

Moved by Councillor R. Jones

Seconded by Councillor L. Ross

BE IT RESOLVED THAT the Municipal Report Number 856 be adopted.

Carried

7. Committee Reports

Departmental Activity Reports

7.1 Francine Desormeau, CAO/Treasurer – Re: Update to Ongoing Activities in General Government – Report # 2021-103R

7.2 Wayne Chaput, By-Law Enforcement Officer – Re: Activity Update In Building, By-Law, Property & Animal Control Department – Report # 2021-104R

7.3 Renee-Anne Paquette, Recreation & Facilities Services Manager– Re: Activity Update in Recreation Department - Report # 2021-105R

8. Questions from the Floor – None

9. New/Old Business

9.1 Expression of Interest – 333 Main Street
Deferred to Special Meeting for discussion

10. 2/3 (Special Resolutions – not previously circulated) – None

11. In Camera (Closed) Session – None

12. Return to Regular Session

13. Adjournment

The regular meeting of Council Monday, September 13th, 2021, adjourned at 8:00 p.m.

Mayor

Clerk

THE CORPORATION OF THE TOWN OF MATTAWA

The minutes of the Special Meeting of Council held Tuesday, September 21st, 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 L. Ross
Councillor R. Jones

Council Absent: None

Staff Present: Francine Desormeau, CAO/Treasurer
Amy Leclerc, Clerk/Revenue Services Clerk
Barry Jackson, Public Works Supervisor
Paul Lafreniere, Fire Chief (Interim)
Renee-Anne Paquette, Recreation & Facilities Services Manager

Staff Absent: Wayne Chaput, Chief Building Official/By-Law Officer

<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>

1. Meeting Called to Order at 7:00 p.m.
2. Disclosure of Pecuniary Interest and Nature Thereof – None
3. Committee Reports / Discussions
 - 3.1 Ministry of Transportation 2022-2023 Connecting Links Funding Program
 - 3.2 COVID-19 Ministry of Health Proof of Vaccination Rules Effective September 22, 2021 for Businesses & Organizations Under the Reopening Ontario Act
 - 3.3 2019 Flood Emergency Event – Correspondence Item # 4.4 from September 13th Regular Meeting
4. Presentation of By-laws/Resolutions/2/3 Special Resolutions – None
5. In Camera (Closed Session)
 - 5.1 Expression of Interest Results – 333 Main Street

Resolution Number 21-76

Moved by Councillor R. Jones

Seconded by Councillor L. Mick

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

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.

Carried

6. Return to Regular Session

Resolution Number 21-77

Moved by Councillor G. Larose

Seconded by Councillor D. Sarrazin

BE IT RESOLVED that the special session reconvenes at 8:55 p.m.

Carried

Mayor Backer stated the In Camera session was to discuss the Expressions of Interest results for 333 Main Street.

7. Adjournment

The special meeting of Council Tuesday, September 21st, 2021 adjourned at 8:56 p.m.

Mayor

Clerk

THE CORPORATION OF THE TOWN OF MATTAWA

The minutes of the Closed Meeting session of Council held Tuesday, September 7th, 2021 at 7:01 p.m. in Dr. S. F. Monestime Municipal Council Chambers.

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

Council Absent: None

Staff Present: Francine Desormeau, CAO/Treasurer
Amy Leclerc, Clerk/Revenue Services Clerk

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

Topics for discussion:

1. Under Section 239 (2) of the Municipal Act – 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.

- See Regular Meeting Resolution: 21-76 and 21-77

The closed meeting session adjourned at 8:55 p.m.

Mayor

Clerk

THE CORPORATION TOWN OF MATTAWA

COMMITTEE: FINANCE

CHAIRPERSON: COUNCILLOR G. THIBERT

DEPT. HEAD: FRANCINE DESORMEAU, CAO/TREASURER

TITLE: FINANCIAL REPORT FOR THE MONTH OF AUGUST

Draft By-Law

Item

Policy Recommendation

Mayor D. Backer and Members of Council:

BE IT RESOLVED THAT the disbursements for the month of August 2021 in the amount of \$603,914.10 be adopted as submitted.

Respectfully submitted,

Councillor G. Thibert

THE CORPORATION OF THE TOWN OF MATTAWA

COMMITTEE: GENERAL GOVERNMENT

CHAIRPERSON: COUNCILLOR D. SARRAZIN

DEPT. HEAD: FRANCINE DESORMEAU, CAO/TREASURER

TITLE: COVID-19 SAFETY IN THE WORKPLACE & VACCINATION POLICY

 Draft By-Law

 Item

 X Policy Recommendation

Mayor D. Backer and Members of Council:

Council at their Special Meeting of Tuesday, September 21st, 2021 was provided the new COVID-19 Safety in the Workplace and Vaccination Policy.

The policy is in line with new provincial legislation that was introduced on how our workplaces must handle workers in municipal premises. Council spoke of the policy and had little changes to have completed within the document.

For these reasons the following is recommended:

Recommendation:

BE IT RESOLVED THAT Council of the Corporation of the Town of Mattawa adopts the COVID-19 Safety in the Workplace and Vaccination Policy.

Respectfully submitted,

Councillor D. Sarrazin

THE CORPORATION OF THE TOWN OF MATTAWA

COMMITTEE: TRANSPORTATION SERVICES

CHAIRPERSON: COUNCILLOR G. LAROSE

DEPT. HEAD: FRANCINE DESORMEAU, CAO/TREASURER

TITLE: 2019 FLOOD CAPITAL REHABILITATION REPAIRS

 Draft By-Law

 X Item

 Policy Recommendation

Mayor D. Backer and Members of Council:

As a result of the 2019 Flood Emergency, several areas of the municipality were severely impacted with some still awaiting flood restoration work.

To date repairs flood restoration repairs completed include Pont Mauril Belanger Bridge, Waterfront Marina, Gorman Street and several spot improvements in various areas of the municipality.

Flood restoration repairs remaining are as follows:

- a) Reconstruction of Mattawan Street from Pine Street to Hurdman Street including outlet culvert replacement
- b) Road subsidence spot improvements on Main/Water Street intersection and Mattawan Street south of Park Street
- c) Spot improvements to sanitary sewer on Mattawan Street (south of Park Street)
- d) Replacement of 150 metres of sanitary sewer on Mattawan Street from Poplar Street to Hurdman Street

The Ministry recently provided an update to the status of the municipal flood claim through the MDRA program and approximately 1.2 million dollars is remaining to allocate to the above noted repairs.

Attached is a confirmation of assignment from Engineers of Record, Jp2g Consultants Inc. for the Design and Construction Administration work for these repairs which also includes an allowance for geotechnical expertise if required.

Recommendation:

BE IT RESOLVED THAT Council of the Town of Mattawa approve the attached Confirmation of Assignment from Jp2g Consultants Inc. for the Design and Construction Administration work in the amount of \$136,500.00 plus HST for the remaining flood capital repairs from the 2019 Flood Emergency event.

Respectfully submitted,

Councillor G. Larose

THE CORPORATION OF THE TOWN OF MATTAWA

COMMITTEE: TRANSPORTATION SERVICES

CHAIRPERSON: COUNCILLOR G. LAROSE

DEPT. HEAD: BARRY JACKSON, PUBLIC WORKS SUPERVISOR

TITLE: WINTER SAND AND SALT PURCHASE

 Draft By-Law X Item Policy Recommendation

Mayor D. Backer and Members of Council:

Winter is fast approaching and the Public Works Department is in need of winter sand and salt to maintain our municipal roads for the 2021-2022 season.

The Public Works Supervisor sought out three quotes and the results are as follows:

Company	Tonnes Required	Price Per Tonne	Total
Compass Minerals	54 tonnes of salt	\$120.17	\$6,489.18
Bruman Construction	1500 tonnes of sand	\$19.63	\$29,445.00
A. Miron Topsoil	1500 tonnes of sand	\$9.20	\$18,800.00

All prices are plus HST.

Staff has reviewed the quotes and would recommend purchasing the winter salt from Compass Mineral and the winter sand from A. Miron Topsoil.

For these reasons the following is recommended:

Recommendation:

BE IT RESOLVED THAT Council of the Corporation of the Town of Mattawa authorize the purchase of the winter salt to Compass Mineral in the amount of \$6,489.18 plus HST and the winter sand to A. Miron Topsoil in the amount of \$18,800.00 plus HST.

Respectfully submitted,

Councillor G. Larose

THE CORPORATION OF THE TOWN OF MATTAWA

COMMITTEE: TRANSPORTATION SERVICES

CHAIRPERSON: COUNCILLOR G. LAROSE

DEPT. HEAD: BARRY JACKSON, PUBLIC WORKS SUPERVISOR

TITLE: PURCHASE OF CULVERTS FOR 7TH STREET SWALE REPAIRS

 Draft By-Law X Item Policy Recommendation

Mayor D. Backer and Members of Council:

Public Works Crew will be completing the 7th Street swale repair project which is included in the reports provided to Council in this agenda (Report #2021-107R).

As part of this work we are required to purchase culverts and collars to complete this project. Staff received quotes from two companies to supply 15 plastic culverts and 16 plastic collars. The quotes were as follows:

Company	Total Amount
Wilson’s Builders Supplies	\$10,388.00
E. S. Hubbell	\$10,641.45

Staff recommend approving the quote from Wilson’s Builders Supplies in the amount of \$10,388.00 plus HST.

For these reasons the following is recommended:

Recommendation:

BE IT RESOLVED THAT Council of the Corporation of the Town of Mattawa authorize the purchase of the 15 culverts and 16 collars from Wilson’s Builders Supplies in the amount of \$10,388.00 plus HST.

Respectfully submitted,

Councillor G. Larose

THE CORPORATION OF THE TOWN OF MATTAWA

COMMITTEE: ENVIRONMENTAL SERVICES

CHAIRPERSON: COUNCILLOR G. THIBERT

DEPT. HEAD: FRANCINE DESORMEAU, CAO/TREASURER

TITLE: LANDFILL SITE OPERATIONS CONTRACT

21-23 Draft By-Law ___ Item ___ Policy Recommendation

Mayor D. Backer and Members of Council:

At the last regular meeting of Council, Page 198 of Resolution Number 21-75 was adopted awarding the Landfill Operations Tender to Dumont Backhoe Services.

A contract has been prepared and the last step in this process is to authorize the Mayor and CAO/Treasurer to execute the contract on behalf of the municipality.

For these reasons the following is recommended:

Recommendation:

BE IT RESOLVED THAT Council of the Corporation of the Town of Mattawa authorize the Mayor and CAO/Treasurer to execute the Landfill Operations Tender on behalf of the municipality.

Respectfully submitted,

Councillor G Thibert

THE CORPORATION OF THE TOWN OF MATTAWA

BY-LAW NUMBER 21-23

BEING a b-law to authorize the signing of a contract for Landfill Site Operation Services Contract agreement between the Corporation of the Town of Mattawa and Dumont Backhoe Services.

WHEREAS the Municipal Act S.O. 2001, c.25, as amended, authorize the Council to pass by-laws enacting agreements.

AND WHEREAS the Contractor, Dumont Backhoe Services and the Town of Mattawa have agreed to the terms outlined in Landfill Site Operation Services Contract set out as Schedule “A” to this by-law.

NOW THEREFORE BE IT ENACTED AS FOLLOWS:

1. **THAT** Mayor and CAO/Treasurer are authorized to execute the Landfill Site Operation Services Contract, Schedule “A”, on behalf of the Corporation of the Town of Mattawa for Landfill Site Operation Services.
2. **THAT** this contract shall be effective and shall remain in effect and force in accordance with the terms of the contract subject to any amendment thereto or the termination of the said contract.
3. **THAT** Schedule “B”, “C” and “D” shall also form part of this By-law.
4. **THIS** by-law shall come into force and take effect on the date it is passed.

READ A FIRST and SECOND time, this 27th day of September, 2021.

READ A THIRD time and FINALLY PASSED this 27th day of September, 2021.

Mayor

Clerk

THE CORPORATION OF THE TOWN OF MATTAWA

COMMITTEE: ENVIRONMENTAL SERVICES

CHAIRPERSON: COUNCILLOR G. THIBERT

DEPT. HEAD: BARRY JACKSON, PUBLIC WORKS SUPERVISOR

TITLE: ADDITIONAL WORK PERFORMED AT MATTAWA LANDFILL SITE

 Draft By-Law

 X Item

 Policy Recommendation

Mayor D. Backer and Members of Council:

Additional work was recently performed at the Landfill Site pursuant to a recent survey performed by Jp2g Consultants Inc. which determined the need to begin receiving Household, Commercial & Industrial refuse to the South limit of the remaining fill area. Specifically, the additional work performed by the Contractor, Dumont Backhoe Services, was to re-cover the old Active Face which had been re-exposed by bears, rodents, birds, etc. (Bear Damage), in accordance with the new ECA specifications.

The additional work was performed between August 5th and August 18th totalling 49.5 hours at \$350.00 per hour.

Recommendation:

BE IT RESOLVED THAT Council of the Corporation of the Town of Mattawa hereby approve the payment of \$17,325.00 plus taxes to Dumont Backhoe Services for the additional work completed at the Mattawa Landfill Site.

Respectfully submitted,

Councillor G. Thibert