



**THE CORPORATION OF THE
TOWN OF MATTAWA**

AGENDA

**REGULAR MEETING OF COUNCIL
TUESDAY, MAY 24TH, 2022
6:00 P.M.**

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

**TELECONFERENCE # 1-647-374-4685
MEETING ID CODE: 966 8393 2212
PASSCODE: 680784**

THE CORPORATION OF THE TOWN OF MATTAWA
A G E N D A
DR. S. F. MONESTIME MUNICIPAL COUNCIL CHAMBERS
AND VIA TELECONFERENCE
160 WATER STREET
MATTAWA, ONTARIO
TELECONFERENCE # 1-647-374-4685
MEETING ID CODE: 966 8393 2212
PASSCODE: 680784
TUESDAY, MAY 24TH, 2022 @ 6:00 P.M.

1. Call to Order

2. Disclosure of Pecuniary Interest and Nature Thereof

3. Petitions & Delegations

- 3.1 Mr. Daniel Longlade & Ms. Jessica Dion of Baker Tilly SNT – Re: 2021 Municipal Financial Statements

4. Correspondence

- 4.1 OSSGA– Re: The Importance of Close-to-Market Pits & Quarries in Ontario
Environmental Services Committee – CAO/Treasurer
- 4.2 City of Cambridge – Re: Support Resolution for Free Public Transportation on Election Days
General Government Committee – Clerk
- 4.3 City of Brantford – Re: Support Resolution Release of all Federal & Provincial Documents for the Former Mohawk Institute Residential School
General Government Committee – Clerk
- 4.4 Mr. Dan & Ms. Tam Turcotte – Re: Request for Changes on Main Street Location
Planning & Development Services Committee – CAO/Treasurer
- 4.5 Ms. Melanie Montreuil – Re: Request for Main Street Location During Voyageur Days for Ticket Sales
Recreation, Tourism & Special Projects Committee – Recreation & Facilities Services Manager
- 4.6 AMO – Re: 2022 Conference – Year of Electronics
General Government Committee – Clerk
- 4.7 Continuous Improvement Fund – Re: Master Service Agreement & Schedules of Work for Blue Box Collection Services
Environmental Services Committee – CAO/Treasurer

Tuesday, May 24th, 2022
Correspondence – Cont'd

- 4.8 OCWA – Re: Mattawa Water & Wastewater Systems Quarterly Operations Report
Environmental Services Committee – CAO/Treasurer
- 4.9 AMO – Re: AMO Watchfile for May 12, 2022
General Government Committee – Clerk
- 4.10 Township of East Hawkesbury – Re: Support Resolution for Funding Support for
Infrastructure Projects
Finance Committee – CAO/Treasurer
- 4.11 Turcotte’s Chipstand – Re: Appreciation Letter for Annie’s Park Refreshment Vehicle
Application
Recreation, Tourism & Special Projects Committee – Recreation & Facilities Services
Manager
- 4.12 NPSCDSB – Re: Participation in Linkage Session
Planning & Development Services Committee – CAO/Treasurer
- 4.13 F.J McElligott Secondary School – Re: Request for 2022 Graduating Class Bursary
Recreation, Tourism & Special Projects Committee – Recreation & Facilities Services
Manager
- 4.14 Ecole Secondaire Catholique Elisabeth-Bruyere – Re: Request for 2022 Graduating
Class Bursary
Recreation, Tourism & Special Projects Committee – Recreation & Facilities Services
Manager
- 4.15 Township of Horton – Re: Support Resolution for Funding Support for Infrastructure
Projects
Finance Committee – CAO/Treasurer
- 4.16 Mattawa Minor Hockey – Re: Annual Baseball Tournament July 29-August 1, 2022
Recreation, Tourism & Special Projects Committee – Recreation & Facilities Services
Manager

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

6. Municipal Report Number 871

- 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: Reserve & Reserve Funds Policy – Report #
2022-49R

- 7.2 Barry Jackson, Public Works Supervisor – Re: Culvert Installation Request – 970 Brydges Street – Report # 2022-50R

Departmental Activity Reports

- 7.3 Francine Desormeau, CAO/Treasurer – Re: Update to Ongoing Activities – Report # 2022-51R
- 7.4 Paul Lafreniere, Interim Fire Chief – Re: Activity Update in Fire Department – Report # 2022-52R
- 7.5 Barry Jackson, Public Works Supervisor – Re: Activity Update in Public Works Department – Report # 2022-53R
- 7.6 Councillor Mick – Re: FONOM Annual Conference “Big Data – Big Ideas” May 9-11, 2022 – Report # 2022-54R

8. Questions Period

9. New/Old Business

- 9.1 Museum Stage Tender

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

- 10.1 Adoption of Consolidated Financial Statements

11. In Camera (Closed)

- 11.1 Personnel Matter

- 11.2 Property Acquisition

12. Return to Regular Session

13. Adjournment

Tuesday, May 24th, 2022

Members of Council,

Attached please find Municipal Report Number 871 for consideration by Council.

Respectfully submitted

Amy Leclerc
Clerk

INDEX

<u>ITEM</u>	<u>PAGE</u>
ADOPTION OF THE MINUTES	96
FINANCIAL REPORT FOR THE MONTH OF APRIL 2022	97
RECORDS RETENTION POLICY	98
CHANGE OF START TIME FOR UPCOMING BUDGET DELIBERATIONS	99
PROCLAIM JUNE 19TH AS LONGEST DAY OF SMILES	100

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

 X Item

 Policy Recommendation

Mayor D. Backer and Members of Council:

BE IT RESOLVED THAT the minutes of the Regular Meeting of Monday, May 9th, 2022 and the Special Meeting of Monday, May 16th, 2022 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, May 9th, 2022 at 7:00 p.m. in the S.F. Monestime Council Chambers. The meeting was also available via teleconference.

Council Present: Mayor D. Backer
Councillor G. Thibert**
Councillor L. Ross (via videoconference)
Councillor R. Jones

Council Absent: Councillor D. Sarrazin
Councillor G. Larose
Councillor L. Mick

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

Staff Absent: Barry Jackson, Public Works Supervisor

*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.
- * Councillor Thibert arrived at 7:04 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 870

Page No. 86

BE IT RESOLVED THAT the minutes of the Regular Meeting of Monday, April 25th, 2022 and the Special Meeting of Monday, May 2nd, 2022 be adopted as circulated.

Carried

Page No. 87

BE IT RESOLVED THAT Council authorizes the start of the Regular Meeting of Council on Tuesday, May 24th, 2022 to begin at 6:00 p.m.

Carried

Page No. 88

BE IT RESOLVED THAT Council of the Corporation of the Town of Mattawa approves the hiring of a laser show for the Voyageur Days Festival and a fireworks show for Canada Day.
Carried

Page No. 89

BE IT RESOLVED THAT Council of the Corporation of the Town of Mattawa endorses the application to the FACTOR Music Festival Reopening Fund for Mattawa Voyageur Days Festival.
Carried

Resolution Number 22-33

Moved by Councillor G. Thibert

Seconded by Councillor R. Jones

BE RESOLVED THAT the Municipal Report Number 870 be adopted.

Carried

7. Committee Reports

Information/Action Item Reports

- 7.1 Amy Leclerc, Clerk/Revenue Services Clerk – Re: Records Retention Policy – Report # 2022-43R
- 7.2 Wayne Chaput, By-Law Enforcement Officer – Re: Taxi Services in Town of Mattawa – Report # 2022-44R
- 7.3 Renee-Anne Paquette, Recreation & Facilities Services Manager – Re: Annie’s Park RFP – Report # 2022-45R

Departmental Activity Reports

- 7.4 Francine Desormeau, CAO/Treasurer – Re: Update to Ongoing Activities – Report # 2022-46R
- 7.5 Wayne Chaput, By-Law Enforcement Officer – Re: Activity Update in Building, By-Law, Property & Animal Control – Report # 2022-47R
- 7.6 Renee-Anne Paquette, Recreation & Facilities Services Manager – Re: Activity Update in Recreation Department – Report # 2022-48R

8. Questions from the Floor – None

9. New/Old Business

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

Resolution Number 22-34

Moved by Councillor G. Thibert

Seconded by Councillor R. Jones

BE IT RESOLVED THAT Council of the Corporation of the Town of Mattawa award the Annie's Park Fence tender to the lowest bidder Williams Sons in the amount of \$7,500.00 plus HST.

Carried

11. In Camera (Closed) Session – None
12. Return to Regular Session
13. Adjournment

The regular meeting of Council Monday, May 9th, 2022 adjourned at 7:25 p.m.

Mayor

Clerk

THE CORPORATION OF THE TOWN OF MATTAWA

The minutes of the Special Meeting of Council held Monday, May 16th, 2022, at 7:00 p.m. in the Dr. S. F. Monestime Municipal Council Chambers. The meeting was also available via teleconference.

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

*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. Disclosure of Pecuniary Interest and Nature Thereof – None
3. Committee Reports / Discussions
 - 3.1 Museum Site Electrical Modifications RFP Tender Results & Recommendations
 - 3.2 Mattawa Branding, Logo, and Website Design RFP Tender Results & Recommendations
 - 3.3 Liquor Licence Update for 2022 Mattawa Voyageur Days
 - 3.4 2022-2023 Municipal Insurance Renewal
4. Presentation of By-laws/Resolutions/2/3 Special Resolutions

4.1 Museum Site Electrical Modifications RFP Tender Results & Recommendations

Resolution Number 22-35

Moved by Councillor L. Ross

Seconded by Councillor D. Sarrazin

BE IT RESOLVED THAT Council of the Corporation of the Town of Mattawa awards the Museum Site Electrical Modifications Project Tender to Two Wired Guys Ltd at a cost of \$69,336.00 plus HST.

Carried

4.2 2022-2023 Municipal Insurance Renewal

Resolution Number 22-36

Moved by Councillor G. Thibert

Seconded by Councillor D. Sarrazin

BE IT RESOLVED THAT Council of the Corporation of the Town of Mattawa approves the 2022-2023 Municipal Insurance Renewal with Intact Public Entities at a cost of \$115,587.00 plus applicable taxes for the general premium coverage and Rosemount Valley Suites at a cost of \$8,105.00 plus applicable taxes.

AND BE IT FURTHER RESOLVED THAT Council approves the Firefighter Coverage with VFIS at a cost of \$2,648.00 plus applicable taxes.

Carried – as amended

5. In Camera (Closed Session)

5.1 Personnel Matter

Resolution Number 22-37

Moved by Councillor L. Mick

Seconded by Councillor L. Ross

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

b) personal matters about an identifiable, including municipal or local board employee

Carried

6. Return to Regular Session

Resolution Number 22-38

Moved by Councillor G. Thibert

Seconded by Councillor L. Ross

BE IT RESOLVED THAT the special meeting of council reconvene at 8:04 p.m.

Carried

Mayor Backer stated the In Camera session was to discuss a personnel matter.

7. Adjournment

The special meeting of Council Monday, May 16th, 2022 adjourned at 8:05 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 APRIL 2022

Draft By-Law

Item

Policy Recommendation

Mayor D. Backer and Members of Council:

BE IT RESOLVED THAT the disbursements for the month of April 2022 in the amount of \$1,302,702.23 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: AMY LECLERC, CLERK/REVENUE SERVICES CLERK

TITLE: RECORDS RETENTION POLICY

22-17 **Draft By-Law** **Item** **Policy Recommendation**

Mayor D. Backer and Members of Council:

At the Regular Meeting of Council on Monday, May 9th, 2022 Council was provided Report #7.1, Records Retention Policy for review and comments.

This policy is being updated as the current Records Retention Policy was adopted in 1984 and there has since been legislative changes made to all records retention rules. Staff has reviewed the policy and provided Council with an updated schedule that the Clerk will review once a year for updated changes.

Council was requested to reach out to staff with their comments and none were received.

For these reasons the following is recommended:

Recommendation:

BE IT RESOLVED THAT Council of the Corporation of the Town of Mattawa adopt By-Law 22-17 for the implementation of the records retention policy.

Respectfully submitted,

Councillor D. Sarrazin

**THE CORPORATION OF THE TOWN OF MATTAWA
BY-LAW NO. 22-17**

BEING a by-law to establish a Records Retention Policy for the Town of Mattawa.

WHEREAS the Municipal Act, S. O. 2001 provides under Section 254 (1) and 255 (2) that a municipality shall retain and preserve the records of the municipality and its local boards in a secure and accessible manner and that a record of a municipality may be destroyed if a retention period for the record has been established under this section.

AND WHEREAS the Municipal Act, S. O. 2001 provides under Section 255 (3) that a municipality may, subject to the approval of the municipal auditor, establish retention periods during which the records of the municipality and local boards of the municipality must be retained and preserved.

AND WHEREAS the Municipal Act, S. O. 2001 provides under Section 23.1 that the municipality may delegate its powers and duties to a person and that the Council of the Corporation of the Town of Mattawa deems it expedient to grant the Clerk delegated authority to update the retention schedule for the records of the Town of Mattawa.

NOW THEREFORE be it resolved that the Council of the Corporation of the Town of Mattawa enacts as follows:

1. **THAT** the Records Retention Policy identified as Schedule “A”, in substantively the same form as that attached hereto which forms an integral part of this by-law, be adopted; and
2. **THAT** the Records Retention Schedule identified as Schedule “B”, in substantively the same form as that attached hereto which forms an integral part of this by-law, be adopted and that the Clerk be authorized to amend the Records Retention Schedule annually, as required, only based on updates in legislation only; and
3. **THAT**, notwithstanding Number 2 listed above, any other updates requested to the retention schedule be brought back to Council for approval; and
4. **THAT** By-Law No 84-21 is hereby repealed.

READ A FIRST and SECOND time this 24th day of May, 2022.

READ A THIRD time and FINALLY PASSED this 24th day of May, 2022.

Mayor

Clerk

THE CORPORATION OF THE TOWN OF MATTAWA

COMMITTEE: GENERAL GOVERNMENT

CHAIRPERSON: COUNCILLOR D. SARRAZIN

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

**TITLE: CHANGE OF START TIME FOR UPCOMING BUDGET
DELIBERATIONS**

 Draft By-Law X Item Policy Recommendation

Mayor D. Backer and Members of Council:

Committee of the Whole Meetings of Council are being scheduled for Monday, June 6th and Tuesday, June 7th, 2022. The purpose of these meetings will be for Department Heads to present their budgetary requirements to Council and for Finance staff to present Council with this year’s capital projects for Council consideration.

Procedure By-law 11-08 states in Section 7 that meetings of Council are normally to start at 7:00 p.m. and in order to change the time a resolution of Council is required.

For these reasons the following is recommended:

Recommendation:

BE IT RESOLVED THAT Council authorizes the Committee of the Whole meetings of Monday, June 6th and Tuesday, June 7th, 2022 to begin at 6:00 p.m.

Respectfully recommended,

Councillor D. Sarrazin

THE CORPORATION OF THE TOWN OF MATTAWA

COMMITTEE: HEALTH SERVICES

CHAIRPERSON: COUNCILLOR R. JONES

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

TITLE: PROCLAIM JUNE 19TH AS LONGEST DAY OF SMILES

 Draft By-Law X Item Policy Recommendation

Mayor D. Backer and Members of Council:

At the Regular Meeting of Council on Monday, April 11th, 2022 Council expressed their interest in Correspondence # 4.8, Operation Smile.

Operation Smile Canada has proclaimed June 19th, 2022 as the Longest Day of Smiles event. This event raises awareness and money to help thousands of children born with a cleft lip, cleft palate or both. Without the support and dedication of so many these children would not receive the life changing surgery needed.

For these reasons the following is recommended:

Recommendation:

BE IT RESOLVED THAT Council of the Corporation of the Town of Mattawa proclaim June 19th, 2022 as the Longest Day of Smiles.

Respectfully recommended,

Councillor R. Jones