



**THE CORPORATION OF THE
TOWN OF MATTAWA**

AGENDA

**REGULAR MEETING OF COUNCIL
MONDAY, JUNE 13TH, 2022
7:00 P.M.**

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

**TELECONFERENCE # 1-647-374-4685
MEETING ID CODE: 919 8705 2238
PASSCODE: 102570**

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: 919 8705 2238
PASSCODE: 102570
MONDAY, JUNE 13TH, 2022 @ 7:00 P.M.

- 1. Call to Order**
- 2. Disclosure of Pecuniary Interest and Nature Thereof**
- 3. Petitions & Delegations**
- 4. Correspondence**
 - 4.1 Minister for Rural Economic Development – Re: Economic Contributions from Rural Communities
Finance Committee – CAO/Treasurer
 - 4.2 AMO – Re: Municipal Trailblazers Share Their Journey
General Government Committee – Clerk
 - 4.3 Caisse Alliance – Re: Request to host a BBQ on Thursday, June 30, 2022
By-Law Department Committee – By-Law Enforcement Officer
 - 4.4 Municipality of Chatham-Kent – Re: Support Resolution for Retirement Home Funding
Finance Committee – CAO/Treasurer
 - 4.5 District Municipality of Muskoka – Re: Support Resolution for Annual Emergency Exercise Exemption
Protection to Persons & Property Committee – By-Law Enforcement Officer
 - 4.6 Municipality of Espanola – Re: Support Resolution for Ukraine
General Government Committee – Clerk
 - 4.7 Municipality of Shuniah – Re: Support Resolution for Infrastructure Projects Funding
Finance Committee – CAO/Treasurer
 - 4.8 Municipality of Shuniah – Re: Support Resolution for Community Schools Alliance Action Plan
General Government Committee – Clerk

Monday, June 13th, 2022
Correspondence – Cont'd

- 4.9 The Town of The Blue Mountains – Re: Support Resolution for Voter’s List
General Government Committee – Clerk
- 4.10 Township of Lanark Highlands – Re: Support Resolution for MMAH Ontario Must
Build it Right the First Time
Planning & Development Services Committee – CAO/Treasurer
- 4.11 Mr. Bill Steer, Canadian Ecology Centre – Re: CEC Matters May 24-29, 2022
General Government Committee – Clerk
- 4.12 Municipality of Niagara – Re: Support Resolution for Voluntary Russian Sanction
General Government Committee – Clerk
- 4.13 AMO – Re: Nominations for 2022-2024 Board of Directors
General Government Committee – Clerk
- 4.14 Near North Crime Stoppers – Re: Annual Non-Profit, Charity Golf Tournament
Recreation, Tourism & Special Projects Committee – Recreation & Facilities Services
Manager
- 4.15 DNSSAB – Re: Board & Committee Meeting Packages for May 2022
Social & Family Services Committee – Clerk
- 4.16 NBMCA – Re: Appointment of New CAO
Conservation Authority Committee – Clerk
- 4.17 Upper Ottawa River – Re: Committee Meeting Minutes of May 27, 2022
Environmental Services Committee – CAO/Treasurer
- 4.18 NBMCA – Re: Invitation for former CAO’s Retirement
Conservation Authority Committee – Clerk
- 4.19 Town of Aurora – Re: Support Resolution for Private Member’s Bill C-233 “Keria’s Law”
General Government Committee – Clerk
- 4.20 Town of Aurora – Re: Support Resolution for Mandatory Firefighter Certification
Fire Department Committee – Fire Chief
- 4.21 Nelson Granite – Re: Columbarium Information
General Government – Clerk
- 4.22 Jp2g Consultants Inc. – Re: Asset Management Notice of Public Information Center
General Government – Clerk
- 4.23 F.J. McElligott High School – Re: Proposal to Move Steel Storage Unit
General Government – Clerk

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

6. Municipal Report Number 872

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

7. Committee Reports

Information/Action Item Reports

- 7.1 Wayne Chaput, By-Law Enforcement Officer – Re: Accessibility Committee Terms of Reference – Report # 2022-57R
- 7.2 Renée-Anne Paquette, Recreation & Facilities Services Manager – Re: Near North District School Board Use of Facilities Agreement – Report # 2022-58R
- 7.3 Wayne Chaput, By-Law Enforcement Officer – Re: By-Law to Regulate Smoking and/or Vaping of Tobacco or Vapour Products in Public Places and Workplaces – Report # 2022-59R
- 7.4 Barry Jackson, Public Works Supervisor – Re: Mattawa Landfill – Relocation of Wood/Fibre Grinding Piles – Report # 2022-60R

Departmental Activity Reports

- 7.5 Francine Desormeau, CAO/Treasurer – Re: Update to Ongoing Activities – Report # 2022-61R
- 7.6 Wayne Chaput, By-Law Enforcement Officer – Re: Activity Update in Building, By-Law, Property & Animal Control Department – Report # 2022-62R
- 7.7 Renée-Anne Paquette, Recreation & Facilities Services Manager – Re: Activity Update in Recreation Department – Report # 2022-63R

8. Questions Period

9. New/Old Business

- 9.1 Budget Deliberations

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

11. In Camera (Closed)

- 11.1 Personnel Matters

12. Return to Regular Session

13. Adjournment

Monday, June 13th, 2022

Members of Council,

Attached please find Municipal Report Number 872 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

 X Item

 Policy Recommendation

Mayor D. Backer and Members of Council:

BE IT RESOLVED THAT the minutes of the Regular Meeting of Monday, May 24th, 2022, the Special Meeting of Monday, June 6th, 2022 and the Special Meeting of Tuesday, June 7th, 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 Tuesday, May 24th, 2022 at 6:00 p.m. in the S.F. Monestime Council Chambers. The meeting was also available via teleconference.

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
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 6:00 p.m.

* Councillor Sarrazin arrived at 6:02 p.m.

* Councillor Thibert arrived at 6:03 p.m.

2. Disclosures of Pecuniary Interest and Nature Thereof – None

3. Petitions & Delegations

3.1 Mr. Daniel Longlade of Baker Tilly SNT made a presentation to Council on the Town of Mattawa 2021 Municipal Financial Statements.

* Councillor Jones arrived at 6:09 p.m. during Petitions & Delegations Item # 3.1.

4. Correspondence

5. Questions/Comments about the Content of the Agenda – None

6. Municipal Report Number 871

Page No. 96

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.

Carried

Page No. 97

BE IT RESOLVED THAT the disbursements for the month of April 2022 in the amount of \$1,302,702.23 be adopted as submitted.

Carried

Page No. 98

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.

Carried

Page No. 99

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.

Carried

Page No. 100

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

Carried

Resolution Number 22-39

Moved by Councillor R. Jones

Seconded by Councillor G. Larose

BE RESOLVED THAT the Municipal Report Number 871 be adopted.

Carried

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 from the Floor – None
- 9. New/Old Business
- 10. 2/3 (Special Resolutions – not previously circulated)

Resolution Number 22-40

Moved by Councillor G. Thibert

Seconded by Councillor D. Sarrazin

BE IT RESOLVED THAT Council of the Corporation of the Town of Mattawa formally adopt the 2021 Consolidated Financial Statements as submitted by the municipal auditing firm, Baker Tilly SNT.

Carried

- 11. In Camera (Closed) Session

- 11.1 Personnel Matter

- 11.2 Property Acquisition

Resolution Number 22-41

Moved by Councillor L. Ross

Seconded by Councillor G. Thibert

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; and*
- c) a proposed or pending acquisition or disposition of land by the municipality or local board.*

- 12. Return to Regular Session

Resolution Number 22-42

Moved by Councillor G. Larose

Seconded by Councillor R. Jones

BE IT RESOLVED THAT the regular meeting of council reconvene at 8:15 p.m.

Carried

Mayor Backer stated the In-Camera Session was to discuss a personnel matter and a property acquisition.

13. Adjournment

The regular meeting of Council Tuesday, May 24th, 2022 adjourned at 8:17 p.m.

Mayor

Clerk

THE CORPORATION OF THE TOWN OF MATTAWA

The minutes of the Special Meeting of Council held Monday, June 6th, 2022, at 6:00 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 G. Larose
Councillor L. Mick
Councillor L. Ross** (via video conference)
Councillor R. Jones

Council Absent: None

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

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 6:00 p.m.

* Councillor Ross arrived at 6:05 p.m. via video conference

2. Disclosure of Pecuniary Interest and Nature Thereof – None

3. Committee Reports / Discussions

3.1 Hiring of Summer Students

3.2 The purpose of the meetings will be to review the 2022 municipal budget estimates

- Library
- By-Law/Building Department
- Fire Department
- Recreation Department

*Councillor Ross left the meeting during the Recreation Department budget.

3.3 Reserve & Reserve Funds Policy
Deferred to Special Meeting of Tuesday, June 7th, 2022

4. Presentation of By-laws/Resolutions/2/3 Special Resolutions

4.1 Hiring of Summer Students

Resolution Number 22-43

Moved by Councillor G. Larose

Seconded by Councillor L. Mick

BE IT RESOLVED THAT Council of the Corporation of the Town of Mattawa agrees to hire 12 summer students for the Parks and Recreation Department.

Carried

5. In Camera (Closed Session) – None

6. Return to Regular Session

7. Adjournment

The special meeting of Council Monday, June 6th, 2022 adjourned at 8:25 p.m.

Mayor

Clerk

THE CORPORATION OF THE TOWN OF MATTAWA

The minutes of the Special Meeting of Council held Tuesday, June 7th, 2022, at 6:00 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 G. Larose
Councillor L. Mick
Councillor R. Jones**
- Council Absent: Councillor L. Ross
- Staff Present: Francine Desormeau, CAO/Treasurer
Amy Leclerc, Clerk/Revenue Services Clerk
Barry Jackson, Public Works Supervisor
Scott Lacelle, Payroll Clerk/Deputy Treasurer
- Staff Absent: Wayne Chaput, Chief Building Official/By-Law Officer
Paul Lafreniere, Fire Chief (Interim)
Renee-Anne Paquette, Recreation & Facilities Services Manager

*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.

2. Councillor Sarrazin called the meeting to order at 6:00 p.m.

Resolution Number 22-44

Moved by Councillor L. Mick

Seconded by Councillor G. Larose

BE IT RESOLVED THAT in the absence of Mayor Backer, Council appoints Councillor Sarrazin to chair the special meeting of Tuesday, June 7th, 2022.

Carried

2. Disclosure of Pecuniary Interest and Nature Thereof – None
3. Committee Reports / Discussions
- 3.1 Hiring of Summer Students
Discussed at Special Meeting of Monday, June 6th, 2022
- 3.2 The purpose of the meetings will be to review the 2022 municipal budget estimates

* Councillor Jones arrived at 6:07 p.m. the Public Works budget.

- Public Works
- Environmental Services Department

Mayor Backer arrived at 7:05 p.m. for the General Government & Planning Department and assumed the chair position.

- General Government & Planning Department (Includes Capital Projects)

3.3 Reserve & Reserve Funds Policy

4. Presentation of By-laws/Resolutions/2/3 Special Resolutions - None
5. In Camera (Closed Session) – None
6. Return to Regular Session
7. Adjournment

The special meeting of Council Tuesday, June 7th, 2022 adjourned at 9:15 p.m.

Mayor

Clerk

THE CORPORATION OF THE TOWN OF MATTAWA

COMMITTEE: FINANCE

CHAIRPERSON: COUNCILLOR G. THIBERT

DEPT. HEAD: FRANCINE DESORMEAU, CAO/TREASURER

TITLE: RESERVE & RESERVE FUNDS POLICY

22-18 **Draft By-Law** **Item** **Policy Recommendation**

Mayor D. Backer and Members of Council:

BakerTilly, the municipality’s present Audit firm, performed a detailed operational review for the municipality in 2021. As part of their final report it was highly recommended that a Reserve and Reserve Funds Policy be enacted by Council. This policy is also a requirement under the Municipal Act.

A Draft policy was provided to Council at the special meeting of June 6th, 2022 and no comments or requests for changes were received. Schedule “A” to this By-law will be amended on an annual basis in accordance with the direction of Council or more often if required.

For these reasons the following is recommended:

Recommendation:

BE IT RESOLVED THAT Council of the Corporation of the Town of Mattawa adopt By-Law 22-18 for the implementation of the Reserve and Reserve Funds Policy.

Respectfully submitted,

Councillor D. Sarrazin

**THE CORPORATION OF THE TOWN OF MATTAWA
BY-LAW NO. 22-18**

BEING a by-law to establish a Reserve and Reserve Funds Policy for the Town of Mattawa.

WHEREAS subsection 5(3) of the Municipal Act, 2001 S.O. 2001, c.25, as amended, provides that a municipal power shall be exercised by by-law.

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

1. **THAT** the Reserve and Reserve Funds Policy identified as Schedule “A”, be adopted and that the Treasurer be authorized to amend the Reserve and Reserve Funds Policy as required; and
2. **THAT** this By-law comes into force and effect on the day it is passed.

READ A FIRST and SECOND time this 13th day of June, 2022.

READ A THIRD time and FINALLY PASSED this 13th day of June, 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 SPECIAL MEETING OF MONDAY, JUNE 20TH, 2022

Draft By-Law

Item

Policy Recommendation

Mayor D. Backer and Members of Council:

A Special Meeting of Council is being scheduled for Monday, June 20th 2022. The purpose of this meeting will be for presenting the 2022 Draft Operating Budget to the public as well as presentations from selected companies for the Mattawa Branding, Logo and Website Redesign.

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 Special Meeting of Monday, June 20th, 2022 to begin at 6:00 p.m.

Respectfully recommended,

Councillor D. Sarrazin