

THE CORPORATION TOWN OF MATTAWA


MOVED BY: DEPUTY MAYOR MATHEW GARDINER

SECONDED BY: COUNCILLOR LOREN MICK

BE IT RESOLVED THAT Council of the Corporation of the Town of Mattawa adopt By-Law Number 23-11 which is a by-law authorizing the signing of an agreement with Candace Beckett for the custodial services at the Municipal Office for a period of two years commencing April 1, 2023 until March 31, 2025.

Recorded Vote – Yes _____ No _____		
Recorded Vote Requested by:		

	Yea	Nay
Mayor Bélanger	_____	_____
Councillor Gardiner	_____	_____
Councillor Sarrazin	_____	_____
Councillor Levesque	_____	_____
Councillor Mick	_____	_____
Councillor Ross	_____	_____
Councillor Thibert	_____	_____



MAYOR

Deferred _____ Tabled _____ Lost _____ Carried _____

Declaration of Pecuniary Interest: _____ Disclosed his/her/their interest(s), vacated he/her/their seat(s), abstained from discussion and did not vote
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THE CORPORATION OF THE TOWN OF MATTAWA

BY-LAW NUMBER 23-11

BEING a by-law authorizing the signing of an agreement with Candace Beckett for the custodial services at the Municipal Office.

WHEREAS Subsection 8 of the Ontario Municipal Act 2001, S. O. 2001, c. 25 empowers and authorizes a municipality to enter into an agreement to enable them to govern their affairs as they consider appropriate;


AND WHEREAS Candice Beckett has agreed to perform the required custodial work as per the attached Cleaning Contract, attached as Schedule "A".

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

1. **THAT** the appointment of Candace Beckett for custodial services for a two (2) year period commencing April 1, 2023 and ending March 31, 2025.
2. **THAT** the Mayor and Clerk are hereby authorized to sign and execute, on behalf of the municipality, this By-law for custodial services, herein attached as Schedule "A".
3. **THAT** this By-law shall come into full force and effect on April 1, 2023.

READ A FIRST AND SECOND TIME, this 27th day of March, 2023.

READ A THIRD TIME AND FINALLY PASSED this 27th day of March, 2023.



Mayor



Clerk



THE CORPORATION OF THE TOWN OF MATTAWA

Schedule "A"
to By-law 23-11

CLEANING CONTRACT
\$500.00/MONTH
APRIL 1, 2023 TO MARCH 31, 2025

General Contract Terms

- Town supplies all custodial materials.
- Contractor will complete the Workplace Hazardous Materials Information System (WHMIS) course prior to commencing.
- Cleaning will be done Tuesdays, Thursdays and one day during the weekend. It is estimated that approximately two hours per day on Tuesdays and Thursdays and three hours on the weekend should be adequate. Work is to be performed after 5:00 p.m. and is not to interfere with evening meetings. A calendar of events will be provided for each month and it is the responsibility of the contractor to work around this schedule.
- In general terms it is understood the contractor will maintain the Municipal Office in a clean fashion in order for it to remain in top shape with respect to cleanliness.
- Payment for the cleaning services will be \$500.00 per month, payable at the end of each month, and the duration of the contract shall be for two years commencing April 1, 2023 until March 31, 2025. A monthly invoice will be required a minimum of one week in advance of each payment.

Essential Duties and Responsibilities

- Common tasks include:
 1. Dusting furniture, equipment, etc.
 2. Cleaning and disinfecting of sinks, countertops, floors, toilet, mirrors, tables, chairs, refrigerators, microwaves, etc in restrooms, break rooms and/or kitchenettes. This includes washing dishes.
 3. Maintain cleanliness of kitchen appliances which incorporates deep cleaning of refrigerator on a monthly basis, at minimum.
 4. Replenishing of supplies in restrooms and kitchen.
 5. Sweeping, mopping and vacuuming floors using brooms, mops and vacuum cleaners within entire building including Council Chambers.
 6. Emptying of trash cans and recyclables.
 7. Wipe down doors, wall hangings, baseboards, etc, as needed.

8. Cleaning of windows in entrance area and offices (inside only as exterior windows and doors are cleaned by municipal staff).

- Linen laundering is the responsibility of the contractor.
- Identify potential safety or maintenance issues and communicate them to staff.
- Arrive to work on the scheduled dates, perform services to established standards and ensure the client's facility is locked and secured upon exit.
- Compliance with all safety policies and procedures relating to performance of tasks, use of products or supplies and incident reporting as per WHMIS guidelines.

If you are committed to undertaking all of the responsibilities associated with the contract, please read and sign the declaration below.

Declaration of Contractor

I, Candice Beckett, hereby confirm that I have read and understood the Cleaning Contract and am fully aware of the scope of work expected from me and hereby declare that I accept all the responsibilities and duties and work schedule associated with the custodial cleaning services of the Mattawa Municipal Office and declare by my signature below my acceptance of the contract.

March 21, 2023
Date

Candice Beckett
Signature of Contractor

March 21, 2023
Date

Amy Lesieur
Clerk/Revenue Services Clerk

March 21, 2023
Date

Sabine Phellas
Witness