



**SPECIAL MEETING  
AGENDA**

**WEDNESDAY, JANUARY 31, 2024 AT 5:00 P.M.  
DR. S. F. MONESTIME MUNICIPAL COUNCIL CHAMBERS  
160 WATER STREET, MATTAWA ON**

**Zoom Meeting Access: 1-647-374-4685  
Meeting ID Code: 849 9258 9151  
Passcode: 811457**

- 1. Meeting Called to Order**
- 2. Announce Electronic Participants**
- 3. Adoption of Agenda**
  - 3.1 To Adopt the agenda as presented or amended
    - That the Special Meeting Agenda dated January 31, 2024 be adopted
- 4. Disclosures of a Conflict of Interest**
- 5. Presentations and Delegations**
  - 5.1 Andre Clement of Integrity Management Consulting Group – Re: New Hiring Policy and Job Descriptions
- 6. Notice of Motions**
- 7. Standing Committee Recommendations/Reports – Motions**
- 8. Staff Reports – Motions**
  - 8.1 Garbage & Recycling Collection – Report # 24-02R
  - 8.2 Service Line Warranty of Canada (SLWC) – Report # 24-03R
  - 8.3 Tax & Utility E-Billings – Report # 24-04R
  - 8.4 2024 Mattawa Voyageur Days – Report # 24-05R
- 9. In Camera (Closed) Session**
  - 9.1 Non-Union Staff Salary Review
    - In accordance with the Municipal Act, 2001 Section 239 (2)(b)
    - b) personal matters about an identifiable individual, including municipal or local board employees
- 10. Return to Regular Session**
- 11. Motions Resulting from Closed Session**

## **12. Adjournment**

### 12.1 Adjournment of the meeting

- That the January 31, 2024 meeting adjourn at \_\_\_\_\_ p.m.

DATE: WEDNESDAY, JANUARY 31, 2024

3.1

**THE CORPORATION TOWN OF MATTAWA**

MOVED BY: COUNCILLOR \_\_\_\_\_

SECONDED BY: COUNCILLOR \_\_\_\_\_

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**BE IT RESOLVED THAT** the special meeting agenda dated Wednesday, January 31, 2024 be adopted.

**BACKGROUND:**

The P&P Working Group, having obtained approval of Council's Governing Policies and Procedures, turned its focus to the hiring policy recognizing that a new staffing model has been approved and new positions will be posted, individuals interviewed and hired.

**ANALYSIS AND DISCUSSION:**

The P&P Working Group met to review and revise the Hiring Policy. The key points discussed were:

- What is the role of Council in the hiring process?
- What is the role of the CAO and Staff in the hiring process?

The Ontario Municipal Administrators Association states the following:

*The role of the CAO as the administrative lead of the organization, and the link between council and staff, is critical to the success of the municipality. Typically, it is the role of council to hire the CAO and to have input into the hiring of the senior staff.*

In keeping with this approach, Council would:

- i) As whole or a through a designated committee/group of council, hire the CAO
- ii) In addition to the CAO., one or two members of Council should be on the hiring panel for the department heads:
  - Town Clerk
  - Chief Bylaw-officer/Building Official
  - Director of Community Services
  - Fire ChiefA member from the public at large, especially an individual with knowledge or expertise in the position to be filled, may be included in the hiring panel. In the case of the Fire Chief, a representative from the Office of the Fire Marshal would be an asset to the panel.
- iii) For all other staff, the hiring panel should consist of the CAO and two Department Heads one of which should be the department head of the hiring department. In the absence of any of the above, the Council Committee Chair of the hiring department, or their designate, will form the hiring panel.
- iv) Council will be made aware of the selected individual.

**FINANCIAL IMPLICATIONS:**

None.

**RELEVANT POLICY/LEGISLATION:**

Hiring policy.

**ATTACHMENT:**

None.

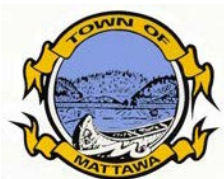
**RECOMMENDATION:**

It is recommended that the Council of the Town of Mattawa receive this report and further that Council approve the following hiring policy.

**POLICY**

*The Town of Mattawa recruits and selects employees in a standard manner that is transparent, based on merit, from within or without the Town's employees; with equal treatment for all candidates and without discrimination.*

*Council Members are included in the recruitment process as outlined by the policy's procedures. Where applicable, all hiring activity will respect the requirements of Mattawa's Collective Agreement with CUPE.*



# CORPORATION, TOWN OF MATTAWA

## JOB DESCRIPTION

**POSITION TITLE: Director Community Services Est. January 2024**

**REPORTS TO: CHIEF ADMINISTRATIVE OFFICER**

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### Purpose of the Position

To manage and provide leadership for the development, operation and maintenance of the Town's properties, facilities, all public works, recreation, cultural and economic development programs in order to respond to the needs of the Mattawa community and the direction of Council.

The Director Community Services (DCS) is a contributing member of the Town's executive team to help coordinate the Town's fiscal, human and physical resources for the most effective delivery of the Town's municipal services.

### Reporting Relationships

The position reports to the Chief Administrative Officer (CAO) and supervises the Public Works Supervisor and the Parks & Recreation Supervisor.

### Duties

#### EXECUTIVE / CORPORATE LEADERSHIP

The DCS:

- Provides input on departmental, corporate planning and strategic initiatives.
- Advises the CAO in corporate decision-making, with the preparation of the Town's budget and on operational issues.
- Reports to Council and attends meetings as required
- Participates on corporate project teams such as the Emergency Operations Control Group, Bargaining Unit negotiations, etc.
- Champions the Town's mission and values among all staff and residents.
- Liaising with regulatory agencies to interpret documents, identify specifications and resolve related issues.
- Undertaking surveys and research to determine community needs for leisure services and to evaluate the Town's existing services on a regular basis.

#### OPERATIONS

The DCS:

- Directs and oversees the supervisors to ensure they:
  - Operate with a clear delegation of responsibilities and authorities

- Maintain positive staff morale and community relations
  - Manage their human resources effectively and efficiently
  - Adhere to all provincial legislation / regulations and municipal by-laws, policies and procedures
  - Effectively hire, train, assign, evaluate and discipline their staff with adherence to the Town's administrative requirements
  - Schedule, monitor and report on ongoing activities such as: vehicle maintenance, staff training, inspections of the Town's physical assets, corporate work plans, budget expenditures, etc.
- Applies for and administers pertinent grant programs including economic development projects.
  - Oversees the management of waste disposal and landfill operations
  - Maintains and monitors adherence to the Town's policies and procedures
  - Reports as required on financial expenditures
  - Manages contracts with service providers and suppliers
  - Oversees the Town's health and safety program
  - Liaises with other municipalities on public works and recreation issues
  - Investigates complaints from staff and citizens as required
  - Performs other duties as assigned by the CAO or designate.

## Qualifications

### ESSENTIAL

Excellent interpersonal, communication and strong writing skills with the ability to exercise tact, diplomacy and good judgment at all times.

Five years of management experience in a related, unionized field

University degree or college diploma in a related field

Strong organizational and time management skills with the ability to multi-task and manage competing priorities and self-directed tasks.

Demonstrable trouble-shooting and decision-making skills

Proficient in Microsoft Office, web applications, digital communications and other related software.

Valid Class "G" driver's license and clean Driver Abstract

Knowledge of the Occupational Health & Safety Act

Ability to provide coverage in the absence of related staff

### ASSET

Knowledge about:

- Road repair, maintenance and construction principles and techniques to supervise project activities related to roads, bridges and infrastructures.
- Water Distribution and Wastewater Collection
- Special Events management
- Recreation facilities and activities
- Commercial Vehicle Operators Registration (CVOR), Ministry of Transportation, Ministry of Environment, Technical Safety Standards Association (TSSA), Ontario Traffic Manual, Book 7 and any other associated legislation, regulations, acts or by-laws.

First Aid/CPR certified, DZ designation

a  
Certification

Employee Signature	CAO
Print Name <span style="float: right;">Date</span>	Print Name <span style="float: right;">Date</span>
I certify that I have read and understand the Responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
<i>The above statements are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be an exhaustive list of all responsibilities and activities.</i>	



## **CORPORATION, TOWN OF MATTAWA**

### **JOB DESCRIPTION**

**POSITION TITLE: PUBLIC WORKS SUPERVISOR**  
**Est. January 2024**

**REPORTS TO: DIRECTOR COMMUNITY SERVICES**

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#### Purpose of the Position

To manage the Town's human, physical and financial resources on a daily basis to ensure the Town operates and maintains its assets and services safely and effectively.

#### Reporting Relationships

The Public Works Supervisor reports to the Director Community Services (DCS) and supervises all staff within the Public Works department.

#### Duties

Oversees the daily activities for the Public Works Department to address the following

Management of Human Resources by:

- Maintaining attendance records and time sheets and approving vacation requests, and overtime for Public Works staff.
- Participating in the recruitment, new hire orientation, staff development and training, and managing the general performance of all Public Works staff including annual reviews and discipline.
- Providing coverage in the absence of related staff
- Setting priorities, scheduling work assignments, coordinating and supervising staff and ensuring the availability of the required vehicles and equipment.
- Appointing staff as Lead Hand as required

Operation and Maintenance of Structures, Properties and Vehicles by

- Ensuring the operation and maintenance of the water distribution and disposal systems in conjunction with the Ontario Clean Water Agency (OCWA).
- Scheduling patrol operations for snow and ice removal, brush and tree maintenance, and maintenance of roads and signage.
- Maintaining vehicles and equipment with scheduled inspections for repairs, safety and emissions pursuant to regulations, recommending services and maintaining detailed records.

Financial Controls by



- Assisting the DCS with financial forecasting, budget preparation, expenditure controls and purchases.
- Ensuring effective planning, management and control systems for capital projects.

#### Contracts Administration by

- Assisting in the preparation and administration of RFPs and tenders for related projects
- Assisting as required with the submission of applications for grants and administering the outcomes
- Liaising with contractors, consultants, service providers and suppliers, and regulatory agencies to interpret documents, identify specifications and resolve related issues.

#### Compliance Assurance by

- Assisting with the implementation of the Town's policies and procedures, forms and internal records, best practices and ensure their compliance as well as compliance with applicable Acts, by-laws, legislations and regulations.
- Ensuring staff compliance with the Town's Health & Safety policies and procedures by being a member of the occupational Health and Safety Committee, monitoring daily activities, training staff, conducting regular staff meetings and following up on related incidents with corrective action.
- Remaining current with regulations, legislation, codes, new industry trends, best practices and associated Acts by reviewing data from regulatory agencies and attending conferences, workshops and training sessions as required.

#### Liaison and Positive Relationships by

- Maintaining positive working relationships with staff, contractors and ratepayers while investigating and resolving concerns and complaints within a timely manner.

#### Reporting by

- Documenting the locations, dates and times, equipment and material usage, installations, permit applications, etc. of daily work activities
- Fulfilling administrative requirements as specified by policies and procedures and the DCS.

#### Other Duties by

- Performing other duties as assigned by the Director Community Services

## Qualifications

#### Essential

- Two to three years of work-related experience
- University degree or college diploma in a related field or equivalent work experience

- Knowledge of the Occupational Health & Safety Act, Commercial Vehicle Operators Registration (CVOR), Ministry of Transportation, Ministry of Environment, Technical Safety Standards Association (TSSA), Ontario Traffic Manual, Book 7
- Knowledge of road repair, maintenance and construction principles and techniques
- Effective interpersonal and communication skills with the ability to exercise tact, diplomacy and good judgment at all times.
- Strong organizational and time management skills with the ability to multi-task and manage competing priorities and undertake self-directed tasks.
- Sound trouble shooting and decision-making skills
- Proficient in Microsoft Office, web applications, digital communication tools and devices
- First Aid/CPR certified • Valid Class “G” driver’s license with a Clean Driver Abstract
- Ability to complete tasks involving occasional pushing, pulling, lifting, and repetitive movements

#### Asset

- Management experience in a related field
- Experience with unionized employees
- Working knowledge of any associated legislation, regulations, acts or by-laws
- DZ designation
- Licensed and/or able to obtain a license in Water Distribution and Wastewater Collection
- Certified and/or able to obtain Road Supervisor (CRS) designation.

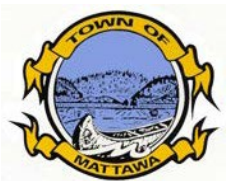
#### Working Conditions

- Work is conducted in an office and outside with frequent exposure to noise, dust, chemicals and heavy equipment.
- Incumbent works independently within established policies and procedures, with minimal supervision. Work is performed to meet frequent deadlines with frequent interruptions to complete assignments.
- Required to deal with dissatisfied customers on an occasional basis.

- May be required to attend Council and/or Committee meetings and to work additional hours as required from time to time.
- Travel may be required
- May have to respond to emergency situations
- Willingness to take other courses as directed by the Municipality and must abide by all rules of confidentiality.

Certification

Employee Signature	CAO/Treasurer
Print Name                      Date	Print Name                      Date
I certify that I have read and understand the Responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
<p><i>The above statements are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be an exhaustive list of all responsibilities and activities.</i></p>	



# CORPORATION, TOWN OF MATTAWA

## JOB DESCRIPTION

**POSITION TITLE:** Parks & Recreation Supervisor Est. January 2024

**REPORTS TO:** Director Community Services (DCS)

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### Purpose of the Position:

To manage the relevant human, physical and financial resources on a daily basis to operate the Town's recreation and cultural programs and to assist with the maintenance of its parks and facilities.

### Reporting Relationships

The Parks & Recreation Supervisor reports to the Director Community Services and supervises all staff within the Parks & Recreation Department.

### Duties

The Parks & Recreation Supervisor oversees the daily activities for the Parks & Recreation Department by addressing the following.

#### Management of Human Resources by:

- Maintaining attendance records and time sheets and approve vacation requests, and overtime for Parks & Recreation staff.
- Participating in the recruitment, new hire orientation, staff development and training, and managing the general performance of Parks & Recreation staff including annual reviews and discipline.
- Providing coverage in the absence of related staff
- Setting priorities, scheduling work assignments, coordinating and supervising staff and ensuring the availability of the required vehicles and equipment.
- Appointing staff as Lead Hand as required

#### Operation and Maintenance of Structures, Properties and Vehicles by

- Maintaining vehicles and equipment with scheduled inspections for repairs, safety and emissions pursuant to regulations, recommending services and maintaining detailed records.
- Developing a comprehensive maintenance and energy management program for all recreation facilities

- Overseeing the operation of facilities and repairs / improvements to Town properties and facilities including building maintenance and renovations of the Mattawa Travel Information Centre, Marina, Curling Club & Fitness Center, Museum and Arena;
- Ensuring a high standard of safety, cleanliness and technical operation in all recreation facilities.

#### Financial Controls by

- Assisting the DCS with financial forecasting, budget preparation, expenditure controls and purchases.
- Assisting with the effective planning, management and control systems for capital projects.

#### Contracts Administration by

- Assisting in the preparation and administration of RFPs and tenders for related projects
- Liaising with contractors, consultants, service providers and suppliers
- Administering pertinent grant programs

#### Compliance Assurance by

- Assisting with the implementation of the Town's policies and procedures, forms and internal records, best practices and ensure their compliance as well as compliance with applicable Acts, by-laws, legislation and regulations.
- Ensuring staff compliance with the Town's Health & Safety policies and procedures by being a member of the occupational Health and Safety Committee, monitoring daily activities, training staff, conducting regular staff meetings and following up on related incidents with corrective action.
- Remaining current with regulations, legislations, codes, new industry trends, best practices and associated Acts by reviewing data from regulatory agencies and attending conferences, workshops and training sessions as required.

#### Liaison and Positive Relationships by

- Maintaining positive working relationships with staff, contractors and ratepayers while investigating and resolving concerns and complaints within a timely manner.
- Maintaining effective relationships within the community's private agencies, public societies, neighbourhood/community organizations, and all volunteers and groups interested in community service to enhance participation in the Town's recreational and cultural programs.

#### Reporting by

- Documenting the locations, dates and times, equipment and material usage, installations, permit applications, etc. of daily work activities
- Fulfilling administrative requirements as specified by policies and procedures and the DCS.

#### Other Duties by

- Performing other duties as assigned by the Director Community Services

## Qualifications

### Essential

- Two to three years of work-related experience such as recreation development, applied health, facilities and property management.
- University degree or college diploma in recreation planning, leisure studies or facility management or equivalent work experience
- A thorough knowledge of comprehensive recreation and leisure service delivery systems.
- Knowledge of parks and facilities development, construction methods, facility maintenance and energy management.
- Knowledge of budgeting practices and processes and expenditure management
- Detailed knowledge of and the ability to interpret and administer a variety of regulations, acts, policies and guidelines.
- Organizational, analytical and planning skills to effectively access, direct and manage the related programs and services.
- Management skills to supervise, motivate and energize staff.
- Communication skills, both verbal and written, to prepare reports, make presentations
- Strong interpersonal skills to interact with staff, public, Council, and volunteers, and maintain effective relationships.
- Valid Ontario G Class Driver's Licence and a clean Driver Abstract

### Asset

- Management experience in a related field
- Experience with unionized employees
- Working knowledge of any associated legislation, regulations, acts or by-laws
- Knowledge of current management principals and theories as they relate to the programs and services of local government.

## Working Conditions

- Work is conducted in an office and outside with frequent exposure to noise, dust, chemicals and heavy equipment.

- Incumbent works independently within established policies and procedures, with minimal supervision. Work is performed to meet frequent deadlines with frequent interruptions to complete assignments.
- Required to deal with dissatisfied customers on an occasional basis.
- May be required to attend Council and/or Committee meetings and to work additional hours as required from time to time.
- Travel may be required
- May have to respond to emergency situations
- Willingness to take other courses as directed by the Municipality and must abide by all rules of confidentiality.

**CERTIFICATION:**

<hr/> Employee Signature	<hr/> CAO/Treasurer
<hr/> Print Name <span style="float: right;">Date</span>	<hr/> Print Name <span style="float: right;">Date</span>
I certify that I have read and understood the Responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
<p><i><b>Note:</b> This job description is not intended to be all-inclusive. Employees may perform other related duties as assigned to meet the ongoing needs of the organization.</i></p>	



## CORPORATION OF THE TOWN OF MATTAWA JOB DESCRIPTION

**POSITION TITLE:** FIRE CHIEF **Est. January 2024**

**REPORTS TO:** CHIEF ADMINISTRATIVE OFFICER (CAO)

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### Purpose of the Position

The Fire Chief, appointed by Mattawa's Council pursuant to Article 6(1) of the Ontario Fire Prevention and Fire Protection Act (2023) plans and manages all aspects of the Mattawa Fire Department to ensure its volunteer fire fighters are adequately equipped and trained to fight and prevent fires and to provide rescue services as required. The Fire Chief works with the Mattawa By-Law Enforcement Officer while coordinating the Department's activities with other emergency services like the OPP, ambulance services and other fire-fighting organizations.

The Fire Chief ensures Mattawa and the Fire Department are in a state of readiness for emergencies that could threaten the town and is in charge of coordinating the town's resources to deal with said emergencies.

### Reporting Relationships

The Fire Chief who is accountable to Mattawa's Council (Article 6(3) FPFPA) reports to the Chief Administrative Officer while supervising all employees and volunteers who are engaged with the Fire Department.

### Duties

Oversees the daily activities of the Fire Department to address the following.

Management of Human Resources by:

- Maintaining attendance records and time sheets and approving vacation requests, and overtime for Fire Department staff and volunteers.
- Ensuring the recruitment, new hire orientation, staff development and training:
  - In accordance with accepted standards to perfect the understanding and skill of all staff/volunteers in fire-fighting and rescue procedures, and
  - By approving the design and delivery of training modules related to municipal emergency response.
- Managing the general performance of all Fire Department staff and volunteers, including their annual reviews, recognition and discipline.
- Providing coverage in the absence of related staff
- Setting priorities, scheduling work assignments, coordinating and supervising staff and ensuring the availability of the required vehicles and equipment.
- Appointing Lieutenants and Captains as required



#### Operation and Maintenance of Structures, Properties and Vehicles by

- Maintaining vehicles and equipment with scheduled inspections for repairs, safety and emissions pursuant to regulations, recommending services and maintaining detailed records.
- Ensuring adequate records are kept of all required maintenance and training of employees and volunteers
- Developing and revising a long-range capital plan to keep pace with developments

#### Financial Controls by

- Assisting the CAO with financial forecasting, budget preparation, expenditure controls and purchases.
- Ensuring effective planning, management and control systems for capital projects.

#### Compliance Assurance by

- Developing and implementing the policies and procedures related to fire-fighting, prevention, rescue and emergency management
- Assisting with the implementation of the Town's policies and procedures, forms and internal records, best practices and ensuring their compliance as well as compliance with applicable Acts, by-laws, legislation and regulations.
- Ensuring staff compliance with the Town's Health & Safety policies and procedures by monitoring daily activities, training Fire Department staff and volunteers, conducting regular Department meetings and following up on related incidents with corrective action.
- Remaining current and ensuring compliance with regulations, legislation, codes, new industry trends and best practices by reviewing data from regulatory agencies and attending conferences, workshops and training sessions as required.
- Ensuring the By-law Enforcement Officer and other departments adhere to fire prevention standards

#### Liaison and Positive Relationships by

- Maintaining positive working relationships with staff, volunteers, contractors and ratepayers while investigating and resolving concerns and complaints about Fire Department issues in a timely manner.
- Liaising with police, ambulance and surrounding fire-fighting services to ensure:
  - Adequate mutual aid agreements are made for mitigating major emergency incidents, and
  - Effective collaborative activities related to fire safety plan approvals, fire prevention and public education.
- Working in partnership with Mattawa's Emergency Operations Group to ensure the town's responsive readiness
- Participating in the Fire Chief's Association at the provincial and regional level.

#### Reporting by

- Documenting the daily work activities about locations, dates and times of equipment and material usage, installations, permit applications, etc.
- Fulfilling administrative requirements as specified by Mattawa's policies and procedures and the CAO
- Complying with Ontario's legislated and regulated requirements

#### By-law Enforcement by

- Supporting the By-law Officer with inspection of and compliance with fire prevention standards
- Other by-law enforcement as required from time to time, including acting as the by-law officer during the absence of the By-law Officer

#### Emergency Response by:

- Ensuring the continued readiness of Mattawa's Emergency Operations Group (EOG) with respect to equipment, personnel and materials.
- Coordinating the development of Mattawa's Emergency Response Plans with the town's community partners, departments and Council
- Conducting periodic institutional risk and business impact assessments to identify and prioritize risks to Mattawa's safety by maintaining current knowledge of best risk assessment practices
- Planning and coordinating periodic drills on the execution of Mattawa's emergency response plans.
- Communicating and coordinating emergency responses with community partners and municipal departments

#### Fire Safety by:

- Performing fire safety inspections to ensure compliance with codes, standards and procedures.
- Directing and initiating corrective actions related to fire prevention and response.
- Ensuring:
  - The development, promotion and provision of training on Mattawa's fire safety program, and
  - The coordination of annual evacuation drills.
- Responding to fire safety complaints or concerns.
- Providing technical advice and guidance to staff on fire safety issues

And completing other duties as assigned by the CAO

### Work Environment

- The work place is office-based and involves visiting varied work sites and locations, in and outdoors, at all times of the year normally within Monday to Friday core hours
- Required to vary schedule for training or responding to incidents.
- May handle hazardous materials and enter hazardous work areas such as construction projects and emergency situations involving accidents and fire scenes.
- Ability to complete tasks involving occasional pushing, pulling, lifting, and repetitive movements.
- Use of personal protective and fire-fighting equipment

## Qualifications

### Essential

- A minimum of ten years' experience as a firefighter
- A minimum of 5 years' management experience
- Physical fitness equal to or exceeding the Department's firefighter requirements with tolerance for noise, heat, cold, fumes, vibration, chemicals, disease, injury, radiation, etc.
- A minimum of a post-secondary school diploma or degree
- Professional designation/certification
  - NFPA 1001 Firefighter Level II
  - NFPA 1021 Fire Officer Level II
  - NFPA 1031 Fire Inspector Level I
- Knowledge of the Occupational Health & Safety Act, the Ontario Fire Code, Fire protection and Prevention Act
- Effective interpersonal and communication skills with the ability to remain calm during stressful critical incidents and to exercise tact, diplomacy and good judgment at all times.
- Demonstrated ability to manage human resources, control expenditures, make critical decisions, solve problems and manage an emergency scene
- Strong organizational and time management skills with the ability to multi-task and manage competing priorities and undertake self-directed tasks.
- Ability to communicate clearly and directly, both orally at critical incident sites and in writing to write reports, policies and procedures and present to Council.
- Ability to work cooperatively with other departments, staff/volunteers and community partners
- Proficient in Microsoft Office, web applications, digital communication tools and devices
- First Aid/CPR certified • Valid Class "G" driver's license with a clean Driver Abstract
- Superior writing, presentation skills and ability to oversee the development and delivery of training programs
- Demonstrated leadership ability, tactical thinking, planning and organizational skills
- Experience with interpreting and managing compliance with applicable legislation and codes.
- Working knowledge of the Ontario Fire Code, Fire Protection and Prevention Act
- Ability and willingness to perform other duties as assigned by the CAO or designate.

### Asset

- Certification in Community Emergency Management License
- Completion of a college program in fire protection technology, fire science or a related field
- NFPA 1035 Fire & Life Safety Educator Level I
- NFPA 1041 Fire Service Instructor

- Experience in drafting and administering of fire and emergency policies and procedures

**CERTIFICATION**

Employee Signature	CAO
Print Name <span style="float: right;">Date</span>	Print Name <span style="float: right;">Date</span>
I certify that I have read and understood the Responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
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## STAFF REPORT

**PREPARED FOR:** MAYOR BÉLANGER AND MEMBERS OF COUNCIL

**PREPARED BY:** PAUL LAPERRIERE, INTERIM CAO/TREASURER

**TITLE:** GARBAGE & RECYCLING COLLECTION

**DATE:** WEDNESDAY, JANUARY 31, 2024

**REPORT NO:** 24-02R

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### **BACKGROUND**

The garbage and recycling collection recommendations were presented to Council on November 27, 2023 and December 18, 2023, respectively.

Council accepted the reports and agreed to extend each contract and to receive pricing proposals for approval.

### **ANALYSIS & DISCUSSION**

Pricing proposals for both garbage and recycling collection were obtained just before the seasonal break. The increase in garbage collection, before fuel surcharge, was 42%. Recycling increase was 33% before fuel surcharge.

The increases, after giving factoring the fuel surcharges, were 30% and 10% for garbage and recycling collection, respectively. The proposals were refused by this office and Mr. Lafreniere was asked to re-submit or likely face contract tendering.

Mr. Lafreniere re-proposed and the amounts, while lower (see *Appendix A: Contract Renewal*) were found to still be high. He explained that his costs were his costs, that he had lost money, especially in the last few years of limited annual increases in the contract. He stated that he would not be receptive to further reductions in his proposals.

I asked if they would provide me, confidentially, a summary of their books so that I could understand the financial results. They agreed to this and provided me with a 3 year summary of their garbage and recycling financial results.

There were some significant cost increases noted. These were in the area of fuel, repairs maintenance and insurance.

After reviewing these costs, I agreed with Mr. Lafreniere that for his operations, increases are necessary for financial viability however, I found the extent of the increases to be too high.

Rather than asking for a 3<sup>rd</sup> proposal, I countered with a proposal of my own. The amounts are still considerably higher than they have been but over the 3 years of the garbage collection contract renewal, the first proposed renewal has been reduced by nearly \$40,000.

The recycling renewal was not as significant from a cost increase perspective and my proposed decrease from the original proposal is \$5,000 over the 2 remaining years of recycling. The transition of recycling services to the province occurs at the end of 2025.

The original garbage collection contract was for 6 years with options for two 3 year renewals. The first 6 years provided annual increases of 4.8% per year while each of the renewals only provided 1.9% increases per year.

According to Mr. Lafreniere, the revenue increases of the last 6 years were insufficient to cover cost increases. Had the 4.8% increase been maintained, the Town would have paid out an additional \$47,000.

For this and other reasons (ie negative impacts of the pandemic on costs, supply, manpower etc...), Mr. Lafreniere stated he was not in agreement with my counter proposal but would accept it.

### **FINANCIAL IMPLICATIONS**

Garbage collection is an average increase of \$26,137 per year for 3 years while the recycling collection results in an average increase of \$16,279 per year for 2 years.

### **RELEVANT POLICY/LEGISLATION**

None other than the new Blue Box Program, taking effect in 2025.  
Appendix A: Contract Renewal

### **RECOMMENDATIONS/RESOLUTION**

It is recommended that Council accepts this report and further that Council approves the extension of the garbage and recycling collection contracts for periods of three and two years, respectively at the amounts stated in the counter proposal as summarized in Appendix A: Contract Renewal.

**BE IT RESOLVED THAT** the Council of the Town of Mattawa receives Report # 24-02R titled Garbage and Recycling Collection.

**AND FURTHER THAT** Council approves both contracts and directs the Interim CAO/Treasurer to bring forward a by-law at the next regular meeting for formal adoption.

# TOWN OF MATTAWA

Paul Lafreniere Contracting  
2024 - 2026 Contract Renewal

## Appendix A: Contract Renewal

Garbage Collection Services			
Actual	Renewal proposal		Counter proposal
	#1	#2	

Recycling Collection Services			
Actual	Renewal proposal		Counter proposal
	#1	#2	

### 2023

Contract	115,407			
Fuel Surcharge	17,527			
<b>Total</b>	<b>132,934</b>			

82,851			
11,244			
<b>94,096</b>			

### 2024

Previous year		132,934	132,934	132,934
Increase %		22.6%	17.4%	15.0%
Increase amount		30,003	23,082	19,940
<b>Total contact</b>		<b>162,937</b>	<b>156,016</b>	<b>152,874</b>

	94,096	94,096	94,096
	16.8%	17.6%	15.0%
	15,841	16,570	14,114
	<b>109,937</b>	<b>110,666</b>	<b>108,210</b>

### 2025

Previous year		162,937	156,016	152,874
Increase %		3.7%	4.0%	4.0%
Increase amount		6,094	6,241	6,115
<b>Total contact</b>		<b>169,031</b>	<b>162,256</b>	<b>158,989</b>

	109,937	110,666	108,210
	4.5%	4.0%	4.0%
	4,947	4,427	4,328
	<b>114,884</b>	<b>115,093</b>	<b>112,538</b>

### 2026

Previous year		169,031	162,256	158,989
Increase %		9.3%	4.0%	4.0%
Increase amount		15,674	6,490	6,360
<b>Total contact</b>		<b>184,704</b>	<b>168,747</b>	<b>165,349</b>

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<b>TOTAL</b>	<b>398,802</b>	<b>516,672</b>	<b>487,018</b>	<b>477,212</b>
Increase		117,870	88,216	78,410
Decrease from 1st proposal			29,653	<b>39,460</b>
Avg increase per year		39,290	29,405	<b>26,137</b>
Avg % increase per year		29.6%	22.1%	19.7%

<b>188,191</b>	<b>224,821</b>	<b>225,758</b>	<b>220,748</b>
	36,629	37,567	32,557
		(938)	<b>5,010</b>
	18,315	18,784	<b>16,279</b>
	9.7%	10.0%	8.7%

(was 42% before fuel surcharge)

(was 33% before fuel surcharge)



## STAFF REPORT

**PREPARED FOR:** MAYOR BÉLANGER AND MEMBERS OF COUNCIL

**PREPARED BY:** PAUL LAPERRIERE, INTERIM CAO/TREASURER

**TITLE:** SERVICE LINE WARRANTY OF CANADA (SLWC)

**DATE:** WEDNESDAY, JANUARY 31, 2024

**REPORT NO:** 24-03R

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### **BACKGROUND**

The Service Line Warrant Of Canada (SLWC or the Program), has been in place since 2016. See details attached.

### **ANALYSIS & DISCUSSION**

SLWC seeking approval to send a mailout to residents of Mattawa and that the information be posted on the Town app. See details attached.

### **FINANCIAL IMPLICATIONS**

### **RELEVANT POLICY/LEGISLATION**

### **RECOMMENDATIONS/RESOLUTION**

That Council receives and accepts this report and further that Council provide its approval for SLWC to send out a mailout to residents in the coming months.

**BE IT RESOLVED THAT** the Council of the Town of Mattawa receives Report # 24-03R titled Service Line Warranty of Canada (SLWC).

**AND FURTHER THAT** Council approves the program continuing in the Town of Mattawa and further approves Service Line Warranty of Canada to send a mailout to all homeowners and residents.



# Service Line Warranty Program



## External Service Lines, Out of Sight

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Communities are always changing and evolving, and as infrastructure ages, service lines are frequently forgotten.

Many municipal staff and elected officials have heard concerns and complaints from residents who were not aware of their responsibility for the water and sewer lines on their private property and learn they are 'on the hook' for unexpected and potentially costly repairs when it's already too late.

Many standard homeowners policies do not provide coverage for these systems and, if they do, there is a deductible, risk of rising rates after a claim, the inconvenience of finding a contractor and a waiting period for a reimbursement.



# 41%

of homeowners are unaware of their responsibility for private service lines.\*

## Service Line Warranty Program

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Exclusively through municipal partnerships, Service Line Warranties of Canada (SWLC) offers optional service plans to homeowners that help protect against the cost and inconvenience of unexpected repairs to the water and sewer lines on the private side of their property that connect to the municipal system.

Beyond offering residents financial peace of mind, our program takes away the burden of finding a contractor for an emergency repair, while driving business to a network of licensed and qualified local contractors.

# 93%

of respondents believe **the municipality should help educate homeowners** about their responsibilities related to a water or sewer line break on their property.\*

\* SLWC's 2022 State of the Canadian Home survey

## How Does it Work?

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Our partners benefit from an SLWC-funded awareness campaign to educate residents on their water and sewer service line responsibility and offer optional protection.

The collateral has the municipal logo to demonstrate that the offering is legitimate, is for the residents' benefit, and has the support of the municipality. All communications are reviewed and approved by the municipal staff.

If a homeowner decides a plan is right for them, enrollment is straightforward and accessible, with simple criteria, and no property inspection.



### **A homeowner who chooses to sign up for an SLWC plan receives the following benefits when making a claim:**

- A repair hotline available 24/7/365
- Repairs performed by a licensed and insured local plumber
- A 1-year guarantee on materials and workmanship for all repairs

Our plans provide generous coverage sufficient for the vast majority of repairs. We maintain high standards of customer service and workmanship, through a variety of measures including a post-repair survey.

## Cares Program

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We are committed to putting people at the heart of everything we do, and that includes supporting those in need in the communities we service.

Our Cares Program offers qualifying low-income residents who are not enrolled in the program free repairs when they are faced with a service emergency.

Residents of your community who may be eligible for pro bono work can apply [here](#).

## Who Is Service Line Warranties of Canada?

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SLWC is a subsidiary of HomeServe, a global home services company. We have offices in Toronto, the U.K., France, Spain, Japan and the U.S. The North American headquarters is in Norwalk, Connecticut, and the Canadian operations are managed locally in Ontario, with employees around the Greater Toronto area and Quebec.

In 2014, AMO-LAS invited us to offer our protection plans to homeowners through their members and since then we have **established partnerships with over 70 municipalities.**

Across North America, Service Line Warranties and its parent HomeServe work with **over 1,200 municipalities and utilities, serving 4.8 million customers.**



[servicelinewarranties.ca](http://servicelinewarranties.ca)

# Meet the Team

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**Mike Van Horne**  
*General Manager*

Mike brings over 20 years of experience driving record sales and market share growth across diverse business categories. He assumed the role of General Manager of HomeServe and Service Line Warranties of Canada in November 2020 and is responsible for business development, account management, operations and marketing.



**Adam Moede**  
*Manager, Partnerships*

Adam handles account management, supporting our partners and continuing the success of the Service Line Warranty Program through a customer-first approach.



**Madhav Gottumukkala**  
*Senior Manager, Marketing*

Madhav brings with him over 14 years of experience in diverse marketing functional roles in product marketing, trade marketing, brand building and leading impactful demand-generation campaigns in the Canadian market.



**Morty Smolash**  
*Senior Manager, Business Development*

With over 30 years of sales and management experience in the technology and engineering markets, Morty has delivered multiple successful IT and Engineering/PLM projects to Canadian and U.S. organizations of all sizes, mostly in the aerospace, automotive, financial services and manufacturing sectors.



**Elise Dostal**  
*Senior Manager, Partnerships*

Elise is responsible for account management nationally and continues carrying out our new partner acquisition strategy in Ontario as part of our original local business development team.



**Daisy Pepler**, *Senior Manager, National Operations*

With over 20 years of experience in marketing, sales and operations, Daisy has worked extensively with contractors in her roles at some of Canada's top service companies. Daisy is dedicated to building a successful operation, creating the best-in-class service customers come to expect from SLWC.



**Jeffrey Olson**, *Senior Director, Business Development*

Jeff has been in this role for the past 12 years and founded the SLWC business operations in Canada. He has spent the last 29 years working with both municipal and investor-owned utilities across the United States and Canada to improve performance and enhance services.

An aerial photograph of a residential neighborhood at night, showing numerous houses with lit windows and streetlights. The image is overlaid with a semi-transparent blue circular graphic on the right side.

## Contact Us

**Elise Dostal**

Senior Manager, Partnerships

Phone: 416-400-2022

Email: [edostal@slwofc.ca](mailto:edostal@slwofc.ca)

**Adam Moede**

Manager, Partnerships

Phone: 416-737-5563

Email: [amoede@slwofc.ca](mailto:amoede@slwofc.ca)

## **Service Line Warranties of Canada (SLWC) Warranty Program for The Town of Mattawa**

The service line warranty program launched in October 2016 is provided and administered by Service Line Warranties of Canada (SLWC). SLWC is a private company that provides *optional* water and/or sewer service line repair coverage to homeowners. The program for Mattawa residents was approved by Town of Mattawa in March 2016.

The Town has moved forward to work with SLWC to offer optional warranty plans to Mattawa residents for the following reasons:

- To educate residential property owners about their responsibilities for the maintenance, repair and replacement of water and sewer service lines (portion from their homes to the property line) – at no cost to the Town as SLWC pays 100% for all marketing.
- To make available to resident's *optional* affordable protection repair plans to protect residents against the unexpected costs of repairing or replacing non-functioning water and services lines, as well as, broken interior plumbing and drainage systems.
- The Town can be assured that all repairs are to Building Code standards and that all appropriate permitting is pulled.
- Reduce expense to property owners and the Town because the Plans encourage residents to report water and sewer leaks in a timely manner. Timely water line repairs conserve water and reduce water loss for the Town. Timely sewer line repairs minimize wastewater pollution helping the environment.
- Other cost savings for the Town are expected with fewer calls and involvement of Town personnel regarding infrastructure that is the responsibility of property owners.

# Service Line Warranty Program

## Overview and FAQ for Municipal Staff

### *About Us*

Service Line Warranties of Canada (SLWC), a portfolio company of Canadian-based Brookfield Infrastructure, was originally founded by HomeServe in 1993 in the United Kingdom. We currently have municipal partnerships across Canada, the United States, the United Kingdom, France, Spain, and Japan.

These partnerships offer their homeowners a low-cost warranty program that provides significant protection and repair services for their privately owned water and wastewater service lines.

### *Program Benefits*

**SLWC Funded Education Campaign.** Our partners benefit from an SLWC-funded awareness campaign which educates residents on their water and sewer service line responsibility and offers an optional solution.

**Solving an Expensive Problem.** Repairs to lines on homeowners' property are often not covered by a standard homeowners' insurance policy and can result in a sudden out-of-pocket expense that an average homeowner may not have access to in their savings. Our latest survey results show that many Canadian homeowners have only \$500 or less saved for a home emergency.

**Peace of Mind.** Our repair hotline is available 24/7/365 and repairs are given the highest priority and licensed, and approved contractors are dispatched to customers' homes — all with no callout fees.

**Trusted Partner.** SLWC, together with HomeServe is partnered with over 1,100 municipalities and utilities across North America, including over 70 in Ontario and Alberta and provides service to more than 2.8 million homeowners. SLWC entered the Ontario market in 2014 and is an accredited Better Business Bureau organization with an A+ rating. SLWC has saved Canadian homeowners +\$8 million on 16,500+ jobs in the last 7+ years. SLWC is endorsed by the Local Authority Services (LAS), a not-for-profit organization created by the Association of Municipalities of Ontario. LAS works with Ontario municipalities to help lower costs and enhance staff capacity through co-operative procurement efforts, and other programs.



# Service Line Warranty Program

## *Frequently Asked Questions*

### **Why did The Town of Mattawa partner with SLWC?**

- To take advantage of an SLWC funded awareness campaign to educate their residents about their responsibility for the repair and replacement of water and sewer service lines on their private property.
- To make sure all repairs are performed to code by licensed and insured contractors and that all appropriate permitting is pulled.
- Reduce expense to property owners as service plans encourage residents to report exterior water service and sewer leaks in a timely manner. Timely water and sewer service line repairs conserve water, reduce water loss for the Town, and help the environment by minimizing wastewater pollution.
- Less involvement from staff on private infrastructure long term.

### **Doesn't my homeowner's insurance already cover these repairs?**

- Typically, no. While most basic homeowners' policies will pay to repair the water damage created by failed utility lines, they typically do not cover the cost of the repair or replacement of the line itself, which could be thousands of dollars.

SLWC encourages residents to call their insurance company to determine the scope of their coverage. Some insurance companies do offer upgrade coverage likely to have exclusions and deductibles come with exclusions and deductibles.

- The SLWC plans offered to your residents have no deductible. If a homeowner has a single claim in a year under an insurance rider, they may pay substantially more than they would with a no deductible SLWC plan.
- Our service plans take the challenge out of finding a trustworthy contractor to do the high quality work. If the homeowner is able to file a claim under an insurance rider, the homeowner is responsible for finding a contractor to complete the repair, pay them and wait for reimbursement.

# Service Line Warranty Program

Our research shows that finding a contractor off the internet can sometimes result in haggling over price, poor quality of work, and a less than positive experience. Residents could also try and have DIY repair work completed which can also pose risks to the municipal system.

With our service plans, a local contractor from our trusted network will complete the repairs, taking away the cost and the inconvenience of this type of home emergency.

## **Why does SLWC use the Town of Mattawa logo in its marketing materials?**

- The Town of Mattawa allows SLWC to use their logo in communications to increase the likelihood that the information is reviewed, demonstrate the municipality has done due diligence and supports SLWC's offering, and ensure residents have the chance to make informed decisions relating to their exterior service lines. Any awareness campaigns using the Town of Mattawa logo is done with staff review and approval. Campaigns are typically semi-annually.
- We are committed to transparency in all our communications. All our materials clearly state that the services the company offers are voluntary and that they are offered by SLWC, a private company that is separate from the Town of Mattawa.

# Service Line Warranty Program

## *Cares Program*

We are proud to offer our partners access to our CARES fund which is designed to help low-income homeowners in your community who do not have coverage through us or their home insurance. If staff or council are made aware of a homeowner in your municipality who is struggling to afford repairs relating to their water line, sewer line or interior plumbing, they can be directed to apply for us to cover the cost of their repairs. We are always happy to lend a helping hand to those who need it.

More details can be found at: <https://servicelinewarranties.ca/slwc-cares/>

## *Program Details*

### Plans available in the Town of Mattawa?

- Exterior Water Service Line Coverage for \$5.33/month + HST
- Exterior Sewer/Septic Line Coverage for \$6.08/month + HST
- Interior Plumbing and Drainage System Coverage for \$6.08/month + HST

### Key Contact information

- If staff would like a member of the SLWC team to respond directly to a resident with a question or a request to remove their mailing address from our system, please feel free to direct the customer to the email [hello@slwofc.ca](mailto:hello@slwofc.ca) **for an immediate response from Adam or Elise.**
- More details for residents provided on Mattawa's dedicated SLWC Page: <https://mattawa.ca/service-line-warranty/>
- Dedicated Partnership Team:

#### **Adam Moede**

Manager, Partnerships  
Email: [amoede@slwofc.ca](mailto:amoede@slwofc.ca)  
Phone: 647-458-5479

#### **Elise Dostal**

Senior Manager, Partnerships  
Email: [edostal@slwofc.ca](mailto:edostal@slwofc.ca)  
Phone: 416-400-2022

Mayor and Members of Council,

In March 2016, Council approved the partnership between **Service Line Warranties of Canada (SLWC)** and the Town of Mattawa to provide an **optional** water and sewer line coverage program.

As a refresher/primer of the SLWC program, please see the first attachment that provides a brief overview of the program that is available to Mattawa homeowners.

The **SLWC initial campaign will be launched shortly** and is focused on their Exterior Water Service Line coverage, and their Exterior Sewer/Septic Line Coverage. Interior Plumbing/Drainage coverage is also available should a homeowner wish to enroll.

The Exterior Water Line plan covers, up to the applicable benefit limit, repair costs to restore flow to leaking, frozen or permanently blocked water lines located outside the home to the property line at a cost of \$5.33 per month or \$63.96 per year + any applicable taxes.

The Exterior Sewer/Septic Line plan covers, up to the applicable benefit limit, repair costs to restore flow to leaking, frozen or permanently blocked sewer/septic lines located outside the home to the main or point of connection to the septic tank at a cost of \$6.08 per month or \$72.96 per year + any applicable taxes.

### **Addressing Constituent Concerns/Questions:**

The primary contact for residents is **Service Line Warranties of Canada (SLWC)**

- Questions via Email: [hello@slwofc.ca](mailto:hello@slwofc.ca)
- Enrollment via Web: <https://www.slwofc.ca/>
- Mattawa SLWC Page with FAQ's: <https://mattawa.ca/service-line-warranty/>

**Please direct residents to contact SLWC should your offices receive calls regarding the Service Line Warranty Program. Resident requests to remove their address from future SLWC mailings can be completed by relaying the resident's name and address via email to myself, or by the resident emailing [hello@slwofc.ca](mailto:hello@slwofc.ca) and requesting to be added to SLWC's Do Not Contact list.**

Our SLWC Internal Contacts are:

**Adam Moede**  
Manager, Partnerships  
Email: [amoede@slwofc.ca](mailto:amoede@slwofc.ca)  
Phone: 647-458-5479

**Elise Dostal**  
Senior Manager, Partnerships  
Email: [edostal@slwofc.ca](mailto:edostal@slwofc.ca)  
Phone: 416-400-2022

The second attachment provides high level FAQ's intended to assist Councillor office and Town staff with any calls they receive regarding the SLWC program with the intent to redirect all detailed queries to the SLWC toll-free number or website.

**The communication plan includes the following:**

- **Direct Mail Marketing Letter (delivery is expected in March 2024)**
  - Direct mail marketing campaign from SLWC with a copy of the marketing letter provided.
  
- **Town Web:**
  - Page on the Town's website:
  - <https://mattawa.ca/service-line-warranty/>
  - Provides basic information on the partnership between SLWC and Mattawa including the plan and contact details for SLWC, and FAQs.
  
- **Social Media Post:**
  - Reminder on programs availability and heads up to residents to expect information on the program in the mail.

If you have any questions, please let me know.

Regards,



# STAFF REPORT

**PREPARED FOR: MAYOR BÉLANGER AND MEMBERS OF COUNCIL**

**PREPARED BY: PAUL LAPERRIERE, INTERIM CAO/TREASURER**

**TITLE: TAX & UTILITY E-BILLINGS**

**DATE: WEDNESDAY, JANUARY 31, 2024**

**REPORT NO: 24-04R**

## BACKGROUND

Currently, our property and water bills are sent out by mail and where requested, by email in addition to the hard copy mailings.

## ANALYSIS & DISCUSSION

An analysis of property and water bill mail outs is summarized as follows:

1) Property tax bill	1,032 bills X 2 times per year =	2,064 mail outs/year
2) Water bills	874 bills X 2 times per year =	1,748 mail outs/year
3) Metered water bills	27 bills X 4 times per year =	108 mailouts/year
4) Arrears notices (tax & water)	360 notices X 12 times per year =	<u>4,320</u> mailouts/year
<b>Total</b>		<b>8,240 mailouts/year</b>

In today's electronic age, many organizations, including municipalities, are sending E-Billings instead of paper copies.

One savings is the time to print, stuff envelopes, stamp and take mail outs to the post office. The other savings is the cost of stamps and stationery plus

## FINANCIAL IMPLICATIONS

Total cost of stamps is \$8,240. Stationery (envelope and paper) + toner would be approximately \$1,500.

There is also the cost of the time spent by individuals to perform the task of printing, stuffing envelopes, processing through stamp machine and mailing. Without completing a time study, the exact time spent by staff and therefore the related cost, is unknown. Conservatively, if an individual spent 30 seconds per mail out, the cost would be \$2,400.

The total cost of doing hard copy mail outs of tax and water bills is therefore estimated at \$12,140 per year.

Our Munisoft system has the ability to send E-Billings to taxpayers. The cost of this feature is:

	<u>One-time fee</u>	<u>Annual fee</u>
Property tax bills	\$1,000	\$125
Water bills	- (note 1)	\$105

*Note 1: We already have this feature.*

One might expect that half of our residents take advantage of this feature. Even if only ¼ of the taxpayers sign on, the annual savings would be worth it at \$3,035 (25% X \$12,440) for an annual cost of \$230 and a one-time cost of \$1,000.

The process would be to include a voluntary sign-up for E-Billings with our next utility billing mail out (March) and to have residents provide their consent and provide us with an email address.

### **RELEVANT POLICY/LEGISLATION**

### **RECOMMENDATIONS/RESOLUTION**

That Council receives and accepts this report and further that Council approves the mailing out of the E-Billing notice as described above.

**BE IT RESOLVED THAT** the Council of the Town of Mattawa receives Report # 24-04R titled Tax and Utility E-Billings.

**AND FURTHER THAT** Council approves the purchase of the Tax and Utility e-billings and directs the Interim CAO/Treasurer to issue a notice to the ratepayers.



## STAFF REPORT

**PREPARED FOR:** MAYOR BÉLANGER AND MEMBERS OF COUNCIL

**PREPARED BY:** PAUL LAPERRIERE, INTERIM CAO/TREASURER

**TITLE:** 2024 MATTAWA VOYAGEUR DAYS

**DATE:** WEDNESDAY, JANUARY 31, 2024

**REPORT NO:** 24-05R

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### **BACKGROUND**

At its January 8, 2024 regular meeting, Council discussed the merits of holding a 25<sup>th</sup> annual Voyageur Days event in 2024.

### **ANALYSIS & DISCUSSION**

Council members were unanimous in their views that they supported holding the event in 2024.

Some Council members also discussed who would be responsible to organize the event and it was suggested by some members that the staff should be the ones to organize the event, as had been the case previous to 2023.

### **FINANCIAL IMPLICATIONS**

Unknown at this time. The 2023 event nearly reached \$380,000. With a 25<sup>th</sup> anniversary event with the possibility of larger attractions, the event could see a total budget upwards to \$500,000. Again with event revenues and government funding, it is anticipated that all costs will be recovered.

### **RELEVANT POLICY/LEGISLATION**

### **RECOMMENDATIONS/RESOLUTION**

That the Town of Mattawa holds a 25<sup>th</sup> Voyageur Days in 2024 the weekend of July 27 – 29, 2024 and that Town Staff be responsible for organizing the event.

**BE IT RESOLVED THAT** the Council of the Town of Mattawa receives Report # 24-05R titled 2024 Mattawa Voyageur Days.

**AND FURTHER THAT** Council fully supports holding the 25<sup>th</sup> Mattawa Voyageur Days from July 27 to 29, 2024 with an upset budget limit of \_\_\_\_\_. And further directs staff to organize the event and return to Council at the next regular meeting with an overview of the festival activities.

**AND FURTHER THAT** Council directs the Interim CAO/Treasurer to return to Council on a regular basis with updates on the festival and for full approval of the event details.



THE CORPORATION OF THE TOWN OF MATTAWA

MOVED BY COUNCILLOR \_\_\_\_\_

SECONDED BY COUNCILLOR \_\_\_\_\_

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**BE IT RESOLVED THAT** this Council proceed in Camera at \_\_\_\_\_ p.m. in order to address a matter pertaining to:

- a) security of the property of the municipality or local board;
- b) personal matters about an identifiable individual, including municipal or local board employees;
- c) a proposed or pending acquisition or disposition of land by the municipality or local board;
- d) labour relations or employee negotiations;
- e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- g) a matter in respect of which a council, board, committee or other body has authorized a meeting to be closed under another Act;
- h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
- 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;
- j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
- k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

DATE: WEDNESDAY, JANUARY 31, 2024

10.1

**THE CORPORATION TOWN OF MATTAWA**

MOVED BY COUNCILLOR \_\_\_\_\_

SECONDED BY COUNCILLOR \_\_\_\_\_

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**BE IT RESOLVED THAT** the Regular Meeting of Council reconvene at \_\_\_\_\_ p.m.

DATE: WEDNESDAY, JANUARY 31, 2024

12.1

**THE CORPORATION TOWN OF MATTAWA  
CORPORATE SERVICES COMMITTEE**

MOVED BY COUNCILLOR \_\_\_\_\_

SECONDED BY COUNCILLOR \_\_\_\_\_

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**BE IT RESOLVED THAT** the January 31, 2024 meeting adjourn at \_\_\_\_\_ p.m.