



**REGULAR MEETING OF COUNCIL
AGENDA
MONDAY APRIL 8, 2024 AT 6:00 P.M.
DR. S. F. MONESTIME MUNICIPAL COUNCIL CHAMBERS
160 WATER STREET, MATTAWA ON**

**Zoom Meeting Access: 1-647-374-4685
Meeting ID Code: 882 6742 6958
Passcode: 259515**

- 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 agenda dated April 8, 2024 be adopted
- 4. Disclosures of a Conflict of Interest**
- 5. Presentations and Delegations**
- 6. Adoption of Minutes**
 - 6.1 Regular Meeting of March 25, 2024
 - 6.2 To adopt the minutes as presented or amended
 - That Council adopt the March 25, 2024 minutes
- 7. Notice of Motions**
- 8. Correspondence**
 - 8.1 Community Living Mattawa – Declare May as Community Living Month & request for Council to participate on May 3, 2024 for Shine the Light on Community Living
 - 8.2 Foundation Emergence – Declare May 17, 2024 as International Day Against Homophobia & Transphobia
 - 8.3 The Labour Market Group – February & March 2024 Job Report
- 9. Standing Committee Recommendations/Reports – Motions**
- 10. Information Reports – Motions**
 - 10.1 Governance Policies & Procedures – Report # 24-23R
 - 10.2 Administrative Policies – Report # 24-24R

11. By-Laws

12. Old Business

12.1 John Dixon Public Library 2024 Funding

13. New Business

14. Questions from Public Pertaining to Agenda

15. In Camera (Closed) Session

15.1 Divestiture of The Rosemount Valley Suites (Affordable Seniors Housing)

In accordance with the Municipal Act, 2001 Section 239 (2)(c)

c) a proposed or pending acquisition or disposition of land by the municipality or local board

15.2 Fire Chief Interview Report

In accordance with the Municipal Act, 2001 Section 239 (2)(b)

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

15.3 Director of Community Services

In accordance with the Municipal Act, 2001 Section 239 (2)(b)

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

16. Return to Regular Session

17. Motions Resulting from Closed Session

18. Adjournment

18.1 Adjournment of the meeting

- That the April 8, 2024 meeting adjourn at _____ p.m.

DATE: MONDAY APRIL 8, 2024

3.1

THE CORPORATION TOWN OF MATTAWA

MOVED BY: COUNCILLOR _____

SECONDED BY: COUNCILLOR _____

BE IT RESOLVED THAT the meeting agenda dated Monday April 8, 2024 be adopted.

THE CORPORATION OF THE TOWN OF MATTAWA

The minutes of the Regular Meeting held Monday March 25, 2024, at 6:00 p.m. in the Dr. S.F. Monestime Council Chambers.

Council Present: Mayor Raymond A. Bélanger
Deputy Mayor Mathew Gardiner
Councillor Dexture Sarrazin
Councillor Fern Levesque
Councillor Laura Ross
Councillor Garry Thibert

Staff Present: Paul Laperriere, Interim CAO/Treasurer
Amy Leclerc, Municipal Clerk/Revenue Services Clerk
Sabrina Poullas, Deputy Clerk
Barry Jackson, Public Works Supervisor
Paul Lafreniere, Interim Fire Chief

*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

Meeting Called to Order by Mayor Bélanger at 6:00 p.m.

2. Announce Electronic Participants

Clerk announced that 1 member of the public was online.

3. Adoption of Agenda

3.1 To Adopt the agenda as presented or amended

Resolution Number 24-77

Moved by Councillor Dexture Sarrazin
Seconded by Councillor Laura Ross

BE IT RESOLVED THAT the meeting agenda dated Monday March 25, 2024 be adopted as amended to include an Information Report under 10.1 titled 2024 Mattawa Voyageur Days Festival Update # 4.

CARRIED – unanimous

4. Disclosures of a Conflict of Interest

Deputy Mayor Gardiner and Councillor Sarrazin both declared a conflict on agenda item # 15.1.

5. Presentations and Delegations

6. Adoption of Minutes

6.1 Regular Meeting of March 11, 2024

6.2 Committee of the Whole Meeting of March 18, 2024

6.3 To adopt the minutes as presented or amended

Resolution Number 24-78

Moved by Deputy Mayor Mathew Gardiner
Seconded by Councillor Garry Thibert

BE IT RESOLVED THAT Council adopt the minutes of the Regular meeting of Monday March 11, 2024 and the Committee of the Whole meeting of Monday March 18, 2024.

CARRIED – unanimous

7. Notice of Motions

7.1 Acceptance of Integrity Commissioner Report

Resolution Number 24-79

Moved by Councillor Garry Thibert
Seconded by Councillor Dexture Sarrazin

WHEREAS a report has been presented to Council at the Committee of the Whole meeting on Monday March 18, 2024 by Guy Giorno, Integrity Commissioner: Voyageur Days Committee, 2024 ONMIC 3 Inquiry Report.

BE IT RESOLVED THAT the Council of the Town of Mattawa hereby accepts the report as presented.

CARRIED – unanimous

8. Correspondence

8.1 Town of Goderich – Return to combined ROMA & OGRA conferences

8.2 Smoke 'N' Spurs – Festival Notification

8.3 AMO – Provincial Government advocacy ahead of 2024 budget

8.4 FONOM – Identifying supports & structures to help small & rural communities in Northern Ontario

8.5 Quinte West – Housing Fund

Council spoke on correspondence item # 8.5.

8.6 Descon Management Group Inc – Rosemount Valley Suites Property Management Report

Council spoke on correspondence item # 8.6.

9. Standing Committee Recommendations/Reports – Motions

10. Staff Reports – Motions

10.1 2024 Mattawa Voyageur Days Festival Update # 4 – Report # 24-22R

Resolution Number 24-80

Moved by Deputy Mayor Mathew Gardiner
Seconded by Councillor Dexture Sarrazin

BE IT RESOLVED THAT the Council of the Town of Mattawa receives Report # 24-22R titled 2024 Mattawa Voyageur Days Festival Update # 4.

CARRIED – Recorded vote and the vote was unanimous

11. By-Laws

12. Old Business

12.1 John Dixon Public Library 2024 Funding

Council spoke to the John Dixon Public Library 2024 Funding.

13. New Business

13.1 Appointment of member to new Police Services Board

Resolution Number 24-81

Moved by Councillor Dexture Sarrazin

Seconded by Councillor Fern Levesque

BE IT RESOLVED THAT the Council hereby appoints Councillor Ross as the Town of Mattawa's member representative to the new Police Service Board that comes into effect on April 1, 2024 for the remaining 2022-2026 term of Council.

CARRIED – unanimous

14. Questions from Public Pertaining to Agenda

15. In Camera (Closed) Session

15.1 Director of Community Services Interview Report

In accordance with the Municipal Act, 2001 Section 239 (2)(b)

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

Resolution Number 24-82

Moved by Councillor Fern Levesque

Seconded by Councillor Laura Ross

BE IT RESOLVED THAT this Council proceed in Camera at 6:45 pm in order to address a matter pertaining to: b) personal matters about an identifiable individual, including municipal or local board employees.

CARRIED – unanimous

Deputy Mayor Gardiner and Councillor Sarrazin both declared a conflict of interest on the In Camera (Closed) Session and removed themselves from council chambers.

16. Return to Regular Session

Deputy Mayor Gardiner and Councillor Sarrazin returned to council chambers and their seats.

Resolution Number 24-83

Moved by Councillor Laura Ross

Seconded by Councillor Fern Levesque

BE IT RESOLVED THAT the regular meeting of council reconvene at 7:00 p.m.

CARRIED – unanimous

Mayor Belanger advised that the closed session was to discuss the Director of Community Services interview process.

17. Motions Resulting from Closed Session

18. Adjournment

18.1 Adjournment of the meeting

Resolution Number 24-84

Moved by Councillor Garry Thibert

Seconded by Councillor Dexture Sarrazin

BE IT RESOLVED THAT the March 25, 2024 meeting adjourn at 7:01 p.m.

CARRIED – unanimous

Mayor

Clerk

DATE: MONDAY APRIL 8, 2024

6.2

THE CORPORATION TOWN OF MATTAWA

MOVED BY: COUNCILLOR _____

SECONDED BY: COUNCILLOR _____

BE IT RESOLVED THAT Council adopt the minutes of the Regular meeting of Monday March 25, 2024.



250 Tenth Street, P.O. Box 550 / 250 rue Dixième, C.P. 550
Mattawa, Ontario, P0H 1V0 (705)744-2979

March 25, 2024

Dear Mayor and Members of Council,

Community Living Mattawa is a non-profit organization that has been supporting adults and youth with developmental disabilities to live independently in the Town of Mattawa for over 50 years. We currently support over 40 people (adults, youth, and children) with developmental disabilities to participate fully in our community.

The month of May is Community Living Month, a province-wide annual awareness campaign to promote true inclusion for people who have a developmental disability and their families. Community Living Mattawa is planning a number of events during the month to celebrate and raise awareness of the accomplishments people with developmental disabilities make in our community, such as our annual community barbeque.

We would also like to include the two activities we introduced in 2023. These were a Shine the Light on Community Living, where we shone blue and green light on Big Joe Muffraw for the month of May and the second was the proclamation from the Town Council and presented by the Mayor declaring the month of May as Community Living Month.

We would like to make this announcement and start the Shine the Light on Community Living at the beginning of May again this year. I am submitting a request to the Mayor and the Council of the Town of Mattawa to show their commitment towards supporting people in our community with developmental disabilities by making a declaration that the Month of May is Community Living Month in the Town. As well as, we request to have a brief ceremony on Wednesday, May 1st at the base of Big Joe Muffraw to "Shine a Light on Community Living" and would like to invite Mayor Belanger to join us for the ceremony to read the declaration from Council.

It is through the generous support of the people of the Town of Mattawa, the Mayor, and the Council that we are able to continue to providing opportunities for the individuals we support to participate fully in our community.

I thank you for your consideration of our request. If you have any questions or require any further information, please contact me at (705) 744-3030 or at david@communitylivingmattawa.org.

Sincerely,

A handwritten signature in black ink that reads "David Spencer".

David Spencer
Executive Director
Community Living Mattawa

From: [May17mai](#)
Subject: Proclaim May 17 as the International Day Against Homophobia and Transphobia
Date: March 22, 2024 2:13:49 PM
Attachments: [Outlook-Logo Fonda.png](#)
[Outlook-Icône Site.png](#)
[Outlook-Icône Face.png](#)
[Outlook-Icône Twit.png](#)
[Outlook-Icône Inst.png](#)
[Outlook-Icône Yout.png](#)
[Outlook-se1mafiq.png](#)
[Letter inclusive municipalities 2024.pdf](#)
[Model resolution municipality - may 17th.docx](#)

Hi,

If you haven't already heard, May 17 is the International Day Against Homophobia and Transphobia. To mark this day, we're calling on all Quebec municipalities to raise the rainbow flag and pass a resolution recognizing this day by the municipal council.

Attached is a letter from our General Manager, as well as a sample resolution that can be adopted by council. If you are a municipality that has already participated in previous years, we invite you to reaffirm your support again this year, so that we can expand our May 17 mobilizations year after year.

We hope you'll get on board!

Don't hesitate to contact us if you have any questions,

We look forward to hearing from you,

Thank you very much,



Fondation Émergence

CP 55510 Centre Maisonneuve
Montréal (Québec) H1W 0A1
T. 438-384-1058





Friday, March 22, 2024

Subject: Join the movement! Celebrate the International Day Against Homophobia and Transphobia on May 17.

Hello,

Fondation Émergence's mission is to educate, inform and raise awareness of the realities of LGBTQ+ people. In 2003, it created the world's first International Day Against Homophobia and Transphobia (May 17), which is now celebrated in over a hundred countries. The date commemorates the removal of homosexuality from the WHO's list of mental illnesses on May 17, 1990. Today, it's the perfect time to converge awareness-raising activities and engage in constructive, positive public dialogue to counter homophobia and transphobia.

As part of the International Day Against Homophobia and Transphobia, Fondation Émergence is inviting all municipalities to send a message of inclusion to the residents of their municipality by raising the flag on May 17.

We also invite you to pass a resolution at your municipal council to mark this important day (see template attached in the e-mail). We also invite you to send us your resolution for inclusion on our map of municipalities [Map of municipalities - May 17](#)

Last year, 249 municipalities showed their support for LGBTQ+ people. Join the movement and help us raise awareness of sexual and gender diversity in all walks of life.

What's more, we invite you to share a photo on your social networks, tagging @journee17mai with #17mai, so that your municipality radiates its inclusivity throughout Quebec.

With your support, we'll continue to make Quebec history by taking a strong stand against homophobia and transphobia. Together, we can create a Quebec that fully accepts sexual and gender diversity.

Yours sincerely,

Laurent Breault
Executive director

This document is a draft municipal resolution template for the recognition of May 17th as International Day Against Homophobia and Transphobia.

Please send a certified true copy to may17mai@fondationemergence.org

RESOLUTION OF THE MUNICIPAL COUNCIL

OF "Name of your municipality"

Date

Resolution No. "resolution number" - **International Day Against Homophobia and Transphobia**

WHEREAS the Quebec Charter of Human Rights and Freedoms recognizes that no one can be discriminated against on the basis of sexual orientation or gender identity or expression;

WHEREAS Quebec is a society open to everyone, including lesbian, gay, bisexual and trans people (LGBTQ+) and to all other people who identify with sexual diversity and the multiplicity of gender identities and expressions;

WHEREAS, despite recent efforts towards greater inclusion of LGBTQ+ people, homophobia and transphobia are still present in society.

WHEREAS May 17th is the International Day Against Homophobia and Transphobia, is celebrated as such in many countries and is the result of a Quebec-based initiative promoted by Fondation Émergence starting in 2003.

WHEREAS there is reason to support the efforts of Fondation Émergence in holding this day;

It is resolved to proclaim May 17 INTERNATIONAL DAY AGAINST HOMOPHOBIA AND TRANSPHOBIA and to recognize this day as such.

ADOPTED UNANIMOUSLY

Certified true copy

SIGNATURE

Name

Title



International Day Against
Homophobia and Transphobia

From: [Stacie Fiddler](#)
To: "[Stacie Fiddler](#)"
Subject: LMG March Labour Focus
Date: April 3, 2024 1:52:42 PM
Attachments: [LMG March 2024.pdf](#)
[LMG Mars 2024.pdf](#)
[Feb 2024 Jobs Report.pdf](#)

Good Afternoon Colleagues,

The Labour Market Group is pleased to present the Labour Focus publication for the month of March and the Jobs report for February.

If you wish you be removed from our distribution list, please contact the office.

Best,

Stacie Fiddler,

Executive Director
The Labour Market Group
150 First Ave. W. Suite 103
North Bay, ON P1B 3B9
P: 705-478-9713
www.thelabourmarketgroup.ca
www.readysethired.ca

The Labour Market Group is funded by the Ontario Ministry of Labour, Immigration, Training and Skills Development, and is part of the Employment Ontario Network.



IN THIS EDITION

LABOUR MARKET MOMENTUM CONTINUES TO FEEL THE SQUEEZE

TOTAL JOB POSTINGS OVER THE PAST 5 YEARS

YOUNGER WORKERS ARE SHOULDERING THE WEIGHT OF A WEAKER LABOUR MARKET

RECENTLY RELEASED POPULATION DATA

LABOUR MARKET MOMENTUM CONTINUES TO FEEL THE SQUEEZE



Job growth is weak, and labour force participation rates have slipped. Signs of stress in the labour market remain relatively muted.



Layoffs have not surged, and the increase in the unemployment rate over the last 6 months has been relatively modest.



With excess labour demand trimmed, the job market finds itself on a more balance footing compared to a year ago.



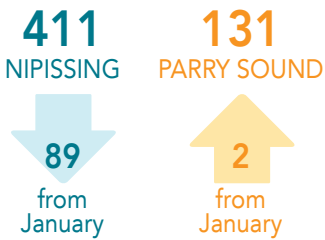
Job vacancies have returned to pre-pandemic levels and the intense competition for workers, that prevailed after the pandemic reopening, has eased.



Less competition for workers and normalizing inflation expectations should allow wage growth to cool in the months ahead.

JOBS REPORT FEBRUARY 2024

TOTAL NUMBER OF JOB POSTINGS



TOP INDUSTRY WITH VACANCIES

NIPISSING
Health Care & Social Assistance (27.3%)

PARRY SOUND
Health Care & Social Assistance (36.6%)

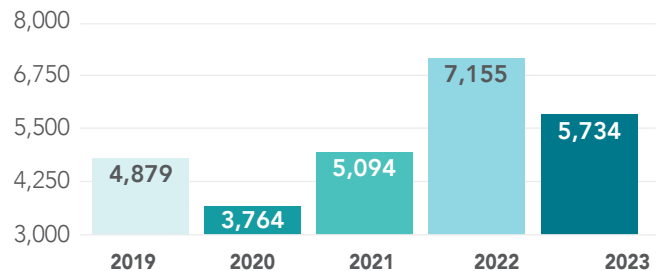
To view the full report, visit our website www.thelabourmarketgroup.ca readysethired.ca



TOTAL JOB POSTINGS OVER THE PAST 5 YEARS

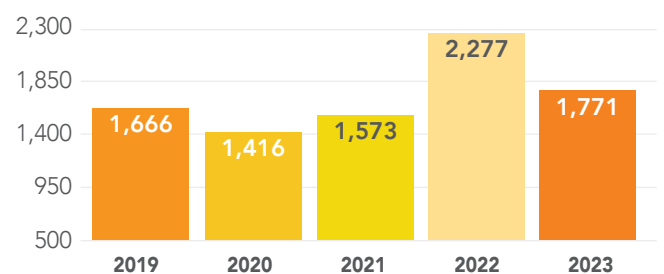
NIPISSING DISTRICT

JOB POSTINGS TOTAL RECORDED	JOB POSTINGS MONTHLY AVERAGE
5,734	478



PARRY SOUND DISTRICT

JOB POSTINGS TOTAL RECORDED	JOB POSTINGS MONTHLY AVERAGE
1,771	148



T. 705.478.9713

150 First Ave. West
Suite 103, North Bay, ON
P1B 3B9

The Labour Market Group is funded by:





NOW AVAILABLE!
LOCAL LABOUR MARKET PLAN 2024

2024
WORKFORCE WEEK

APRIL 22-26, 2024
 STAY TUNED FOR A FULL WEEK OF EVENTS!

Questions or concerns?
 Feel free to contact us at
info@thelabourmarketgroup.ca



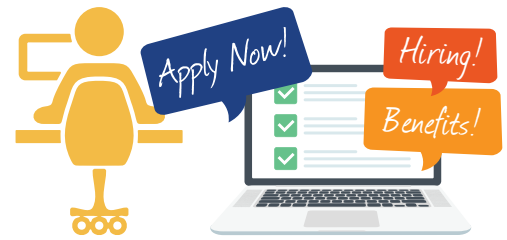
T. 705.478.9713

150 First Ave. West
 Suite 103, North Bay, ON
 P1B 3B9

The Labour Market Group is funded by:



YOUNGER WORKERS ARE SHOULDERING THE WEIGHT OF A WEAKER LABOUR MARKET



- Over the last year, labour force participation rates among **younger workers have fallen more sharply** than among core-aged and older workers.
- Last month, **female youth participation rates reached the lowest level in over two decades** (excluding periods of public health restrictions).
- Canadian Hiring Index reveals that online job postings among **professional, scientific, and technical services and financial and insurance services, key industries for university graduate recruitment, are well below pre-pandemic levels.**

CANADIAN HIRING INDEX, CANADA (JANUARY 2018=100)



RECENTLY RELEASED POPULATION DATA, DISAGGREGATED BY AGE, SHOWS INTERNATIONAL MIGRATION IS HELPING TO SLOW POPULATION AGING

In the year leading up to July 1, 2023, Canada's working age population expanded, and the average age dipped slightly, the first decrease since 1958, reflecting large inflows of newcomers to the country.

Millennials became the largest generation in the population, displacing Baby Boomers for the first time in 65 years.



In 2023, the number of people aged 65 years and older surpassed the number of people aged 18 years and under for the first time in Canadian history.



Population aging will continue to be a **dominant force** in Canada's labour market in the years ahead.



In the coming years, international migration is expected to **weaken** as inflows of temporary residents slows. While historic levels of international migration may temporarily slow population aging, this demographic trend is unavoidable.

Source: Conference Board of Canada

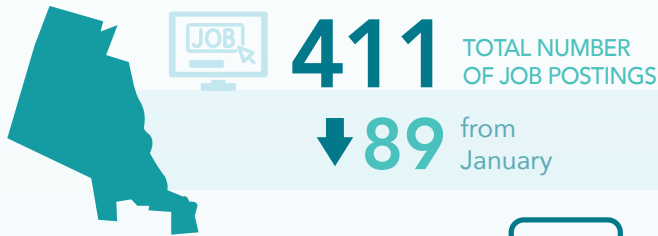
MONTHLY JOBS REPORT

FEBRUARY 2024

The Labour Market Group
Guiding partners to workforce solutions.

NIPISSING DISTRICT

There were 411 job postings recorded for Nipissing District in the month of February. This marks the twelfth consecutive month for which there was a year-over-year decrease in job postings with -9.3% (-42) job posting differential from the February 2023 figure of 453 job postings. With regards to the month-over-month change the February total was significantly below; -17.8% (-89), the January total of 500 recorded job postings. 227 unique employers posted jobs in February; a substantial decrease; -15.3% (-41) from the January figure of 227.



OF THE 411 JOB POSTINGS



100%
Collected from online sources.



1.2%
(5) Requiring a bilingual individual.

19.2%
(79) Criminal Record Check



For postings that listed an annual salary.



\$76,187.29/year
AVERAGE



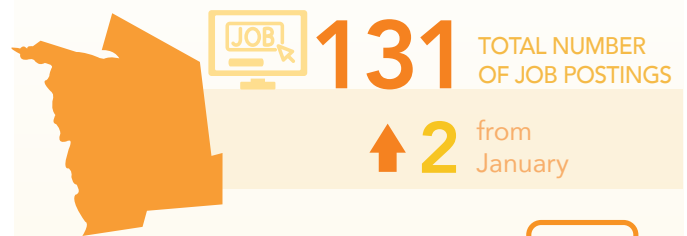
\$24.48
HOURLY WAGE

The average hourly wage in February for those postings which listed one.

Of the 150 postings which listed an hourly wage 9.3% (14) were listed at the provincial minimum wage of \$16.55/hour.

PARRY SOUND DISTRICT

There were 131 job postings recorded for the Parry Sound district in the month of February. This figure is nearly identical; +1.6% (+2) to the previous month's figure of 129. After seeing some returns to year-over-year patterns in the previous few months there has been a return to significant drops with a -25.1% (-44) difference between February 2024 and February 2023. 71 unique employers posted jobs in February which is notably below; -18.4% (-16) the February 2023 total of 87.



OF THE 131 JOB POSTINGS



100%
Collected from online sources.



0.8%
(1) Requiring a bilingual individual.

25.2%
(33) Criminal Record Check



For postings that listed an annual salary.



\$54,600.00/year
AVERAGE



\$23.35
HOURLY WAGE

The average hourly wage in February for those postings which listed one.

Of the 44 postings which listed an hourly wage 13.6% (6) were listed at the provincial minimum wage of \$16.55/hour.

TOP 5 EMPLOYERS POSTING JOBS



TOP 5 EMPLOYERS POSTING JOBS

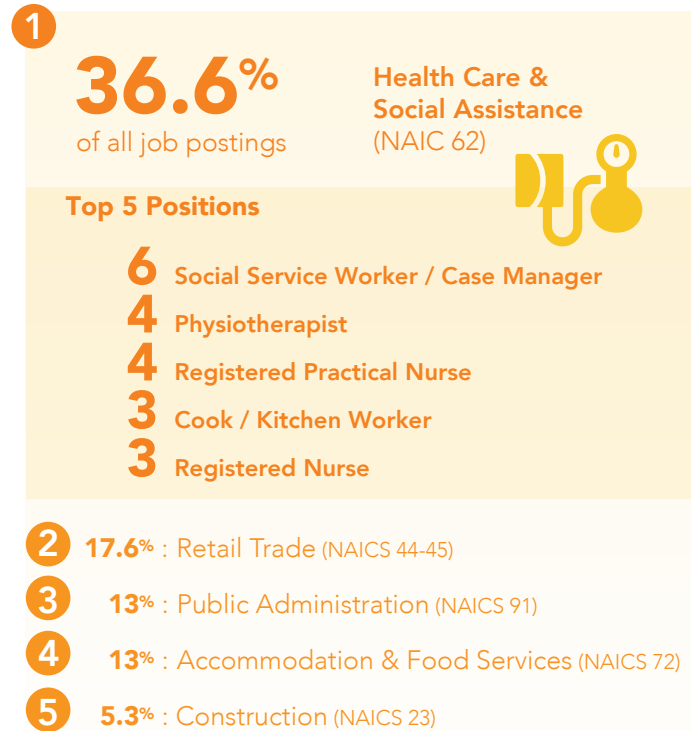


TOP 5 INDUSTRIES HIRING (NAICS)




The Health Care and Social Assistance (NAICS-62) industry saw the greatest number of job postings in February with 27.3% (112) of the overall share each amongst all major industry classifications. The largest month-over-month increase in job posting representation occurred within the Educational Services (NAICS-61) with a slight -3.1% decrease to represent 11.9% (49) of the February job postings. The Accommodation and Food Services (NAICS-72) industry experienced the largest month-over-month decrease of -2.2%; accounting for 4.4% (18) of the February job postings.

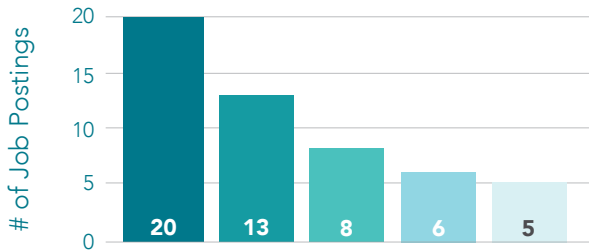
TOP 5 INDUSTRIES HIRING (NAICS)




The Health Care and Social Assistance (NAICS-62) industry saw the greatest number of job postings in February with 36.6% (48) of the overall share amongst all major industry classification. The largest month-over-month increase of +12.9% occurred within the Retail Trade (NAICS-44-45) industry which accounted for 17.6% (23) of the job postings this month. Inversely the Public Administration (NAICS-91) industry saw the largest month-over-month decrease of -6.2% to make up 0.0% (0) of the February job postings.

TOP 3 OCCUPATIONAL CATEGORIES (NOC)


1 **26.3%** Sales & Service (NOC 6) 



- Retail Sales Associate / Representative
- Cook - Line/Prep
- Cleaner / Custodian
- Maintenance Worker
- 2 tied with

2 **19%** Education, Law & Social, Community & Government Services (NOC 4) 


- Social Service Worker / Case Manager (17)
- Teacher - Elementary/Secondary (11)
- Educational Assistant (12)
- Early Childhood Educator (8)
- Other Instructors (7)

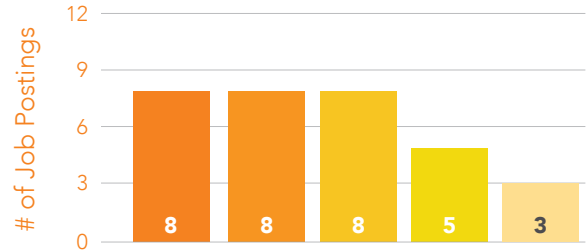
3 **16.1%** Trades, Transportation & Equipment Operators (NOC 7) 

- Driver - Delivery/Bus/Other (8)
- Driver - AZ/DZ/Truck (7)
- Installer - Various (6)
- Automotive Service Technician (5)
- Heavy-Duty Technician (5)

Sales and Service (NOC-6) based occupations made up the largest portion of job postings with 26.3% (108) of all postings in February when compared to the major occupational classifications. These occupations saw the largest month-over-month decrease of -1.3%. The largest month-over-month increase of +1.9% was seen for Trades, Transportation and Equipment Operator (NOC-7) based occupations which accounted for 15.3% (63) of the job postings in this month.

TOP 3 OCCUPATIONAL CATEGORIES (NOC)

1 **37.4%** Sales & Service (NOC 6) 



- Cleaner / Custodian / Housekeeper
- Cook - Line/Prep
- Retail Sales Associate
- Food and Beverage Server / Bartender
- Food Service Worker

2 **20.6%** Health (NOC 3) 

- Registered Practical Nurse (5)
- Physiotherapist (4)
- Registered Nurse (4)
- Dental Assistant / Hygienist (2)
- Pharmacy Assistant / Technician (2)

3 **18.3%** Education, Law & Social, Community & Government Services (NOC 4) 

- Teacher - Elementary/Secondary (10)
- Social Service Worker / Case Manager (6)
- Educational Assistant (2)
- Education and Training Advisor (1)
- 5 others tied with (1)

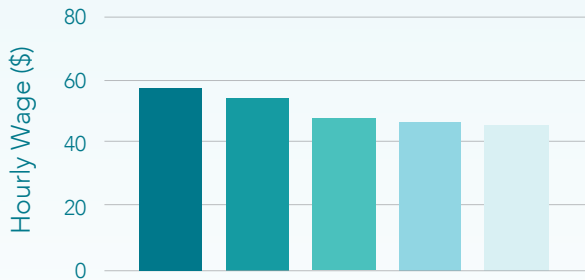
Sales and Service (NOC-6) based occupations represented the largest number of job postings in February with 37.4% (49) of all postings when compared to the major occupational classifications. This occupational classification also accounted for the largest month-over-month increase of +11.8%. The largest month-over-month decrease in job posting share was for Business, Finance and Administration (NOC-1) based occupations which changed -5.5% from the previous month to account for 5.3% (7) of the February postings.

TOP 5 HOURLY WAGE VACANCIES



\$58.00

Pharmacist
@ Neighbourly Pharmacy Inc.



\$54.00 Registered Nurse
@ North Bay Regional Health Centre

\$47.00 Conseillere en Sante Mentale et en Assiduite
@ Conseil scolaire public du Nord-Est de l'Ontario

\$46.00 Pharmacist
@ North Bay Regional Health Centre

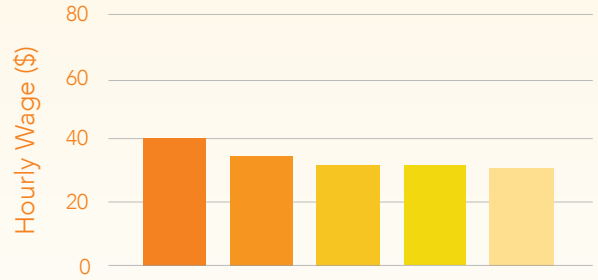
\$45.00 Bookkeeper
@ New North Exteriors Inc

TOP 5 HOURLY WAGE VACANCIES



\$40.00

Automotive Service Technician
- 310T/310S
@ Hall Construction Inc



\$35.00 Installer - Cabinet
@ McKee Cabinetree Ltd.

\$32.59 Registered Practical Nurse - Intensive Care Unit
@ West Parry Sound Health Centre

\$32.00 Registered Practical Nurse - Acute Care/Transitional Care Unit/Inpatient Rehabilitation
@ West Parry Sound Health Centre

\$31.00 Pharmacy Technician
@ West Parry Sound Health Centre

TOP 3 ANNUAL SALARY VACANCIES

\$134,000

Associate Veterinarian
@ Springer Animal Hospital



\$126,000

Project Manager - Enterprise Resource Planning
@ The Corporation of the City of North Bay

\$125,000

Sales Professional - Automobile
@ Stockfish Automotive Group

Lowest Annual Salary \$34,000

Cashier
@ SportChek

TOP ANNUAL SALARY VACANCY

\$78,000

Financial Analyst
@ West Parry Sound Health Centre



\$60,000

Manager - Front of House and Events
@ Trestle Brewing Company Limited

\$60,000

Administrative Assistant - Office and Store
@ Water Depot Parry Sound

Lowest Annual Salary \$33,000

Cashier
@ Sobey's - Parry Sound

The average hourly wage in February for those postings which listed (36.5%) an hourly wage was \$24.48/hour. This is a slight increase; +2.1% (+\$0.51/hour), from the current 12-month average of \$23.97/hour. Of the 150 postings which listed an hourly wage 9.3% (14) were listed at the provincial minimum wage of \$16.55/hour. For postings that listed an annual salary the average was \$76,187.29/year. This is notably higher; +7.9% (+\$5,609.79/year), than the current 12-month average of \$70,577.50/year.

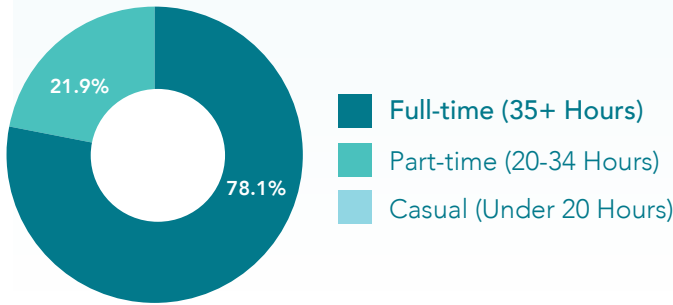
The average hourly wage in February for those postings which listed (33.6%) an hourly wage was \$23.35/hour. This figure is slightly below; -2.4% (-\$0.57/hour), the current 12-month average of \$23.92/hour. Of the 44 postings which listed an hourly wage 13.6% (6) were listed at the provincial minimum wage of \$16.55/hour. The average annual salary listed in the month of February was \$54,600.00; significantly below; -10.4% (-\$6,386.16/year), the current 12-month average annual salary of \$60,986.16/year.

FULL-TIME / PART-TIME BREAKDOWN

78.1% of listings in February

↑ 2.9%
from January

78.1% (321) of the listings in February indicated that the employment offered would be classified as full-time. This figure represents a slight increase; +2.9%, from the previous month when 75.2% of the job postings were classified as full-time.



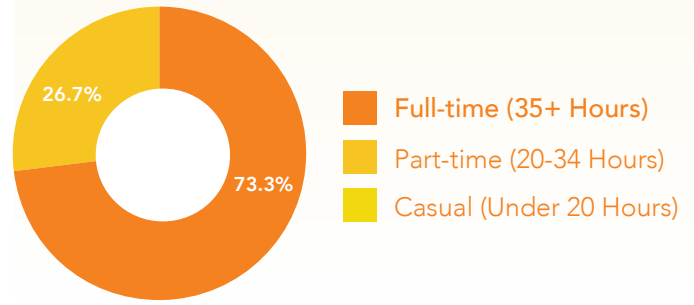
411 Postings listed hours offered (100%)

FULL-TIME / PART-TIME BREAKDOWN

73.3% of listings in February

↑ 5.8%
from January

73.3% (96) of the listings in February indicated that the employment offered would be classified as full-time. This figure is a slight increase; +5.8%, from the previous month where 67.5% of the job postings were classified as full-time.



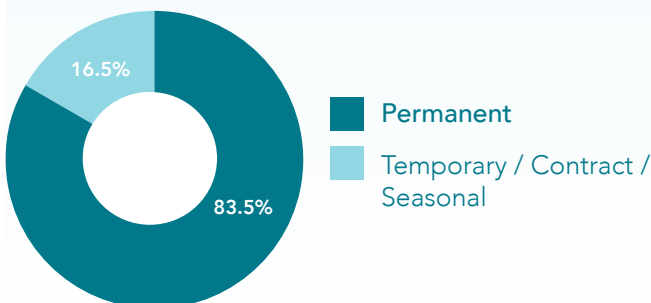
131 Postings listed hours offered (100%)

TERM OF EMPLOYMENT

83.5% of listings in February

↓ 1.7%
from January

83.5% (343) of the listings in February stated that the opportunity in question would be permanent. This is a slight decrease; -1.7%, from the previous month's figure of 85.2%.



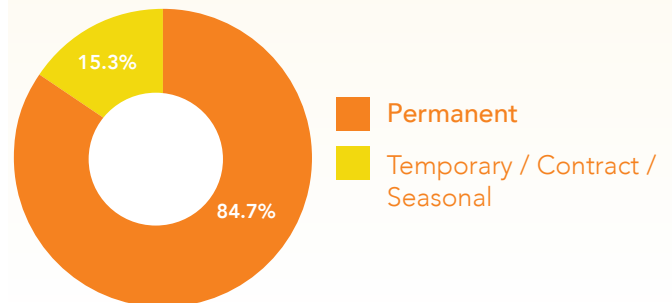
411 Postings listed hours offered (100%)

TERM OF EMPLOYMENT

84.7% of listings in February

↓ 3.6%
from January

84.7% (111) of the listings in February stated that the opportunity in question would be permanent. This is slightly below; -3.6%, the previous month figure of 88.3%.



131 Postings listed hours offered (100%)

ALL EMPLOYERS WITH POSTINGS IN MONTH



NIPISSING DISTRICT

401 Auto - North Bay Chrysler
A&S Towing
A&W (McKeown)
AIM Kenny U-Pull
Algonquin Nursing Home of Mattawa
Alouette Bus Lines
Arborworks
Battano Construction Limited
Bay City Animal Hospital
Bay Glass and Contracting
Bay Roofing and Exteriors Ltd.
Bay Truck Stop Family Restaurant
Bay Vision Care
Bell
Bell - Wireless Personal Communications Inc.
Bessette Contracting
Best Western North Bay Hotel & Conference Centre
Beyond Sushi
Binx Professional Cleaning
Blue Sky Animal Hospital
Boart Longyear - North Bay
Boart Longyear - Sturgeon Falls
Boutique La Vie En Rose
Brainworks
Brandt Industries
BrokerLink - Parry Sound
Bumper to Bumper - H.E. Brown
Caisse Alliance
Canada Post - North Bay
Canadian Addiction Treatment Pharmacy
Canadian Forces Morale and Welfare Services
Canadian Mental Health Association - North Bay and Area
Canadian Red Cross
Canadian Tire - North Bay
Canadian Tire - Sturgeon Falls
Canadore College - College Drive
Canadore College - Commerce Court
Cannabis Jacks
CannAmm
Carry All Builders Supplies Ltd
Cascades Casino
Casey's Grill Bar
Cassellholme Home for the Aged
Cecil's Brewhouse & Kitchen
Cementation Canada
Central Welding & Iron Works
CIBC - North Bay
Columbia Forest Products Ltd
Commissionaires
Community Living North Bay
Conseil Scolaire Catholique Franco-Nord
Conseil scolaire public du Nord-Est de l'Ontario
Crisis Centre North Bay
CSN Collision Centre - Phil's
CTS Canadian Career College
Dawson Dental - North Bay
Dentistry on Worthington
Designed Roofing Inc, Essential Exteriors & Northland Glass & Metal
Discount Car and Truck Rentals
District of Nipissing Social Services Administration Board
Dowdal Cabinets
Dr Kerry Reed
Dr. Clean
Dudley Installations Ltd.
East Side Mario's
Empire Living Centre
Enterprise Rentacar
Essential Exteriors
Evergreen Landscaping
Evergreen Landscaping and Home Hardware
Executive Aviation
Express Parcel
Fairfield Inn & Suites by Marriott North Bay
Feldcamp Equipment Limited
Ferris Home Hardware

First Choice Haircutters
First Student Canada
First Transit Canada
Foraco
G&P Welding and Ironworks
GameStop
GardaWorld
Garderie Soleil
Gateway Golf Ltd.
Gateway Optometry
Gateway Signs And Service
GFL Environmental Inc.
GHC Heating and Air Conditioning
Giant Tiger - North Bay
goeasy
Golden Harvest Cannabis Co.
Goodyear Canada Inc. (Retreading)
Government of Canada
Gregory J. DuCharme Professional Corporation
Guy's Tire Sales Inc
Hands TheFamilyHelpNetwork.ca - North Bay
HearingLife Canada Ltd.
Holiday Inn Express North Bay
Homewood Health
Hope Awaits Ministries
Hydro One Networks Inc
Ivan's Restaurant
Janveaux Forest Products
Jocko Point Fish and Chips
K & K Automotive
Kal Tire
Kia North Bay
KIND Forest School
Kitchen Gallery & Interiors
KPMG LLP
Lakeshore Dental Care
LCBO - Verner
Levante Living - Barclay House
Lewis Motor Sales Inc
LifeLabs
Linde North America
Long & McQuade
Lou Dawg's Southern BBQ
Marigold Unique Flavour
Marina Point Village
McDonald's (North Bay)
McDonald's (West Nipissing)
McDougall Energy Inc.
McDougallMD
McIntosh Perry
Metal Fab Ltd.
Metro - North Bay
MHM General Contracting
Michaels
Miller Paving
Miller Waste Systems
Ministry of Public and Business Service Delivery
Ministry of the Attorney General
Ministry of the Solicitor General
MP Bookkeeping
Near North District School Board
Near North Laboratories Inc.
Near North Medical Clinic
Neighbourly Pharmacy Inc.
New North Exteriors
New North Exteriors Inc
New Ontario Brewing Co.
Nijjaansinaanik Child and Family Services - North Bay
Nipissing Transition House
Nipissing University
Nipissing-Parry Sound Catholic District School Board
North Bay & District Multicultural Centre
North Bay Cardiology
North Bay Denture Clinic
North Bay Golf & Country Club
North Bay Hydro

North Bay Police Service
North Bay Regional Health Centre
North Bay Sport Medicine
North Bay-Mattawa Conservation Authority
Northern RV
Northern Shores Pharmacy
Northland Glass & Metal
Northwood Window and Door Centre
Novo Peak Health
One Kids Place Children's Medical
Treatment Center of North East Ontario
One Plant
Ontario Aboriginal Housing Support Services Corporation
Ontario Northland
Ontario Power Generation
Oxford Learning Centres, Inc.
Paramed Home Health Care
Petro Canada and Restaurant - Temagami PHARA
Pilot Diamond Tools Ltd.
Plan A Long Term Care Staffing and Recruitment
Price Signs and Decals
Redpath
Redpath Mining Contractors and Engineers
Remissio Massage Therapy and Wellness Center
Rogers
Roots Canada
Royal Bank of Canada - North Bay
SafeSight Exploration Inc.
Science North
Serco Canada Inc.
Service Canada
Sienna Living - North Bay
Sienna Senior Living
Sportchek
Springer Animal Hospital
Staples Canada
Stock Transportation
Stockfish Automotive Group
Sturgeon Falls Brush and Contracting Ltd
Sturgeon Falls IDA
Sword Managment
Syl's Neighbourhood Kitchen
Symetrics
Talize
TCM Produce
Telus - North Bay
The Block Public House
The Children's Aid Society of the District of Nipissing and Parry Sound
The Corporation of the City of North Bay
The Erb Group of Companies
The Home Depot - North Bay
The Skyline Group of Companies
ThinkOn
Thomas Davis Law
Tip Top Tailors
Tokyo Smoke
Top Picks Auto Sales
Trans Canada Safety
Tulloch Engineering
Tutor Match
Twiggs Coffee Company Inc
Under the Hood Automotive
United Group of Companies
United Rentals of Canada Inc.
Urban Planet
Victorian Order of Nurses / VON
Volkswagen North Bay
VON Canada (Ontario)
Voyageur Aviation Corp
VS Group
Walmart - North Bay
West Nipissing Child Care Corporation
West Nipissing General Hospital
Wrwth
YM Inc. - Suzy Shier
YMCA of Northeastern Ontario



PARRY SOUND DISTRICT

Adams Bros. Construction
Almaguin Highlands Community Living
Almaguin Manor Residence
Aramark Canada Ltd.
Ben's Pharmacy
Best Value Inn & Suites
Bourgeois Ford North
Canadian Mental Health Association - Muskoka Parry Sound Branch
Canadore College - Parry Sound Campus
Community Living Parry Sound
Connor Industries
Conseil scolaire public du Nord-Est de l'Ontario
Contact North
Dawson Dental - Callander Bay Dental
District of Parry Sound Social Services Administration Board
Dollarama - Parry Sound
Dr. Erin Axt Optometry
Edgewater Park Lodge
Esso
Gardens of Parry Sound Retirement Home
Gingrich Harris Copeland, Chartered
Professional Accountants
Glenn Burney Lodge
Griffith Bros.
Hall Construction Inc
Hands TheFamilyHelpNetwork.ca - Parry Sound
Harvey's Parry Sound
Jolly Roger Inn & Resort
Lakeland Long Term Care Services Corporation
Lifemark Health
Lifemark Health Group
Log Cabin Inn & Catering
M&M Food Market - Parry Sound
Mac Lang
Magnetawan Grill and Grocery
Maid to Perfection
McDonald's (Parry Sound)
McKee Cabinetree Ltd.
Mid Town Hotel
Near North District School Board
Nipissing-Parry Sound Catholic District School Board
Northern Living Kitchen & Bath
Oakcrest Co.
One Kids Place Children's Medical
Treatment Center of North East Ontario
Parry Air Heating & Cooling
Parry Sound Golf & Country Club
Parry Sound Home Hardware
Pizza Hut - Parry Sound
Powassan & Area Family Health Team
Powassan Home Hardware
Reekie Denture Clinic
RONA - Parry Sound
Science North
Scotiabank - Parry Sound
Shoppers Drug Mart - Parry Sound
SMRT Computer Solutions
Sobeys - Parry Sound
Sobey's - Parry Sound
The Beer Store - South River
The Home Depot - Parry Sound
The Source Electronics Inc. - Parry Sound
The Wagon Wheel
Tim Hortons - Parry Sound
Trestle Brewing Company Limited
Victorian Order of Nurses / VON
W.S. Morgan Construction Limited
Walmart - Parry Sound
Water Depot Parry Sound
West Parry Sound Health Centre
Westburne
Williams and McDaniel Property Management



WHAT IS THE LMG MONTHLY JOBS REPORT?

This Jobs Report is a monthly publication produced by the Labour Market Group.

Each month we compile this report based on our job portal **readysethired.ca**.

Readysethired.ca is an online job portal that provides and collects real time job postings within the districts of Nipissing and Parry Sound. These postings are updated daily and provide job seekers with a one stop shop for local current employment opportunities.

FOR MORE INFORMATION & FURTHER DETAILS ABOUT LOCAL JOBS, PLEASE CONTACT :

The Labour Market Group
readysethired.ca
info@thelabourmarketgroup.ca



The Labour Market Group
Guiding partners to workforce solutions.



INFORMATION REPORT

PREPARED FOR: MAYOR BÉLANGER AND MEMBERS OF COUNCIL

PREPARED BY: AMY LECLERC, MUNICIPAL CLERK/REVENUE SERVICES CLERK

TITLE: GOVERNANCE POLICIES AND PROCEDURES

DATE: MONDAY APRIL 8, 2024

REPORT NO: 24-23R

BACKGROUND

The Policies and Procedures Working Group has been diligently working on the governance policies and procedures for Council since 2023.

ANALYSIS & DISCUSSION

All policies were previously approved by Council so the group began working on the procedures. The first policy and procedure that was done was Policy 3 – Council Meetings. This was approved by Council on December 18, 2023 by way of By-law.

The working group has completed all governance policies and procedures which are combined into one package. The group is seeking Council's approval on the document and will return for formal adoption once any amendments are done, if required.

Once this document is formally approved and adopted by Council staff will then create the new procedure by-law from the policies drafted in this document.

FINANCIAL IMPLICATIONS

RELEVANT POLICY/LEGISLATION

Municipal Governance Policies & Procedures and Town of Mattawa Procedure By-law

RECOMMENDATIONS/RESOLUTION

It is recommended that Council receives this report, approves the governance policies and procedures and directs staff to bring the document back to Council for formal adoption by way of By-law.

BE IT RESOLVED THAT the Council of the Town of Mattawa receives Report # 24-23R titled Governance Policies and Procedures.

AND FURTHER THAT Council approve the Governance Policies and Procedures and directs staff to bring forward at the next meeting for formal approval by way of By-law.



GOVERNANCE BY COUNCIL

POLICIES AND PROCEDURES

Council By-Law ____ January 2024

INTRODUCTION

While this manual is available in one, master, hard copy, it is intended to be used by computer with the Microsoft Word program running the electronic data.

Three folders exist to contain:

- The comprehensive manual
- The appendices to the manual, and
- The forms referenced in the manual.

Sections and subjects can be accessed in the comprehensive manual by

- Clicking on the headings in the table of contents, and by
- Clicking on the Q “search the document” function at the top right-hand corner of the monitor / screen and entering the word you are seeking.

To return to the beginning of the Manual, click on Q “search the document” and enter “table of contents.”

Appendices and forms that are referenced in the manual will be hyper-linked to the appendix file contained in the “APPENDIX” or “FORMS” folder.

Each policy is constructed as follows:

Policy Statement

Describing what is expected to occur.

Procedures

Describing, in mandatory, non-negotiable and sequential steps (activities), how the policy is carried out – usually with a reference to who is responsible for that particular step.

Guidelines (if needed)

Providing additional information to assist with the execution of a procedure.

Policy 1, “Development of Governance Policies” section of the Manual describes how the manual is updated.

The municipality maintains three Policy and Procedures manuals:

1. Governance Manual for all the P & P describing the operation of the Council and its Committees.
2. Administration Manual for all the P & P describing how the municipality administers itself as an organization.
3. Operations Manual for all the P & P describing how the municipality delivers its services to the residents of Mattawa.

TABLE OF CONTENTS

POLICY 1	DEVELOPMENT OF GOVERNANCE POLICIES	5
1.1	GOVERNANCE POLICIES AND PROCEDURE MANUAL	5
1.2	DEVELOPMENT AND REVISIONS	5
1.3	REVIEWS	5
1.4	IMPLEMENTATION	5
1.5	NEW COUNCIL	5
POLICY 2	DEFINITIONS	7
2.1	ALPHA LISTING	7
POLICY 3	Council Meetings	13
3.1	AGENDAS	13
3.1.1	PREPARATION	13
3.1.2	FORMATS	13
3.1.3	ADOPTION	13
3.1.4	DEFERRAL	14
3.2	CONVENING MEETINGS	14
3.2.1	OCCURRENCE OF MEETINGS	14
3.2.2	MEETING DATES	14
3.2.3	NOTICE OF MEETINGS	15
3.2.4	NON-ATTENDANCE	16
3.2.5	CANCELLATION OF MEETINGS	16
3.3	QUORUM	16
3.3.1	MINIMUM	16
3.3.2	Conflict of Interest	16
3.4	ELECTRONIC PARTICIPATION	16
3.5	DECISIONS	17
3.5.1	REPORTS TO COUNCIL OR COMMITTEE	17
3.5.2	VOTING	17
3.5.3	VICE CHAIR	18
3.5.4	DUTIES OF CHAIR	18
3.5.5	APPEAL ON RULING	19
3.5.6	RECONSIDERATION	19
3.6	MINUTES	19
3.7	CLOSED MEETINGS	20
3.7.1	REASONS	20
3.7.2	CONDITIONS	20
3.7.3	TRANSITION TO AND FROM	21
3.7.4	CONDUCT	21
3.8	NOTICE OF MOTION	21
3.9	POINTS OF ORDER	22
3.10	CONDUCT OF MEMBERS AND VISITORS	22
3.10.1	MEMBERS, EMPLOYEES AND VISITORS	22
3.10.2	MEMBERS	23
3.11	ADJOURNMENT	23

3.12 DELEGATIONS	23
3.12.1 EARLY RESOLUTION	23
3.12.2 REQUEST	24
3.12.3 PRESENTATION BY DELEGATION	24
3.12.4 LIMITATIONS	25
3.13 TRACKING SYSTEM	25
GUIDELINE	25
<i>POLICY 4 STRUCTURE OF COUNCIL AND COMMITTEES.....</i>	26
4.1 CURRENT LIST	26
4.2 TERMS OF REFERENCE	26
4.3 ORGANIZATION CHART	26
<i>POLICY 5 CODE OF CONDUCT</i>	27
5.1 ATTESTATION	27
5.2 UNDUE USE OF INFLUENCE	27
5.3 CONFLICT OF INTEREST	27
5.3.1 ACTUAL OR PERCEIVED	27
5.3.2 DECLARATION	27
5.3.3 TYPES OF CONFLICT OF INTEREST	27
5.4 POSITION OF TRUST.....	28
5.5 CONDUCTING COUNCIL BUSINESS.....	28
5.6 CONFIDENTIALITY.....	28
5.7 USE OF MUNICIPAL PROPERTY	28
5.8 POLITICAL ACTIVITY	28
5.9 RESPECT	28
5.10 OFFICIAL COMMUNICATION.....	29
5.11 DUE DILIGENCE.....	29
5.12 ATTENDANCE.....	29
5.13 INTEGRITY COMMISSIONER	29
<i>GUIDELINES.....</i>	29
<i>POLICY 6 ACCOUNTABILITY</i>	31
6.1 TO ELECTORS	31
6.2 TO EACH OTHER.....	31
6.3 TO MUNICIPAL EMPLOYEES.....	31
<i>POLICY 7 RIGHTS, ROLES AND RESPONSIBILITIES</i>	32
7.1 RIGHTS.....	32
7.2 COMPENSATION AND REMUNERATION	32
7.3 MAYOR OR HEAD OF COUNCIL	32
7.4 DEPUTY MAYOR.....	32
7.5 MEMBERS OF COUNCIL.....	32

7.6 CLERK and DEPUTY CLERK	33
7.7 CHIEF ADMINISTRATIVE OFFICER (CAO)	33
POLICY 8 <i>WORKPLACE HEALTH AND THE PREVENTION OF ABUSE</i>	34
8.1 DISTINCTION	34
8.1.1 ADMINISTRATIVE AND OPERATIONAL RESPONSIBILITIES	34
POLICY 9 <i>EVALUATIONS OF COUNCIL</i>	35
9.1 DEVELOPMENT OF MEMBER COMPETENCIES	35
9.2 TRACKING COUNCIL'S DECISIONS	35
9.3 ANNUAL EVALUATION	35
POLICY 10 <i>COUNCIL AND THE CAO</i>	37
10.1 CAO PARAMETERS	37
10.2 CAO JOB DESCRIPTION	37
10.3 EMPLOYMENT CONTRACT	37
10.4 CAO RECRUITMENT	38
10.5 PERFORMANCE MANAGEMENT OF CAO	38
POLICY 11 <i>COMMUNICATIONS</i>	39
11.1 INTERNAL COMMUNICATIONS	39
11.2 VOICE OF THE MUNICIPALITY	39
11.3 SOCIAL MEDIA	39
11.3.2 INFORMATION PLATFORMS	39
11.4 CONFIDENTIAL INFORMATION	39
POLICY 12 <i>LEGISLATIVE COMPLIANCE</i>	41
12.1 APPLICABLE LEGISLATION	41
12.2 NON EXCLUSIVITY	41
POLICY 13 <i>PLANNING</i>	42
13.1 TYPES OF PLANS	42
13.2 LEADERSHIP	42
13.3 PLANNING PROCESS	43

POLICY 1 DEVELOPMENT OF GOVERNANCE POLICIES

(Date of approval, 202_)

Council will develop, maintain and amend its governance policies as supplemented by their procedures and guidelines in a standard format and process that ensures the documents are current, clear and accessible.

PROCEDURES

1.1 GOVERNANCE POLICIES AND PROCEDURE MANUAL

The Clerk will ensure that Council's governance policies and procedures are contained in one manual that is:

- Secured as one official e-file and one hard copy that are to be altered by the Clerk only
- Shared with Members of Council, its committees and the CAO
- Posted on the Mattawa website

1.2 DEVELOPMENT AND REVISIONS

Any member of Council, the CAO or the Clerk may, as needed, draft new or revised policies, procedures, appendices or forms. Once drafted, the author will file a Notice of Motion (procedure 3.8) to submit the draft to Town Council to:

- Review the motion
- Approve or deny the motion with or without revisions, and
- Consider having changes scrutinised by legal counsel to confirm compliance with existing legislation.

The Clerk will:

- Ensure the new text fits the manual's format
- Advise Council on relevant issues, and
- If the motion is passed, ensure:
 - The change date is minuted
 - Note the date of implementation in the affected policy or procedure
 - The Governance Policy and Procedures Manual is updated

1.3 REVIEWS

The Clerk will ensure the manual is comprehensively reviewed near the end of a Council's term of office to ensure it:

- Contains the latest revisions
- Reflects the Council's current practices, and
- Undergoes the same process of approval described in procedure 1.2

1.4 IMPLEMENTATION

Upon approval, the CAO will, where appropriate, email Mattawa's relevant senior staff to inform them of changes affecting municipal operations.

1.5 NEW COUNCIL

Prior to the inaugural Meeting, the Clerk will:

- Provide a complete, current, electronic and hard copy of Council's policies and procedures to the Council Members and
- Schedule an orientation meeting for the new Council to review said policies and procedures.

GUIDELINES

Council will ensure the wording of its governance policies and procedures are clear and readily understood.

PROCEDURES

The following definitions apply in the context of Council's governance policies and procedures. They are not intended to define the everyday meaning of the English language.

2.1 ALPHA LISTING

The terms are listed alphabetically as follows.

B

Board

A Municipal Services Board is established in permanence by Council pursuant to the authority delegated by Section 196 of the *Municipal Act, 2001*.

By-Law

A by-law is a law passed by a municipality's Council that is based on statutory authority, delegated to the municipality by the Province of Ontario. It binds not only the Council, but also the officers and servants of the municipality and the public.

C

Chair

The person selected to conduct a meeting to ensure the rules and procedures are observed.

Chief Administrative Officer (CAO)

The person appointed by by-law as the Chief Administrative Officer of the Corporation of the Town of Mattawa whose duties are described by a Job Description to reflect the requirements of the *Municipal Act, 2001*.

Chief Executive Officer (CEO)

The Mayor in accordance with the *Municipal Act, 2001*.

Clerk

The person fulfilling the duties as described in a job description to reflect the requirements of the *Municipal Act 2001*, for the Corporation of the Town of Mattawa;

Closed Session

A meeting or portion thereof, which is closed to the public pursuant to Section 239 of the *Municipal Act, 2001*.

Code

Code of Conduct as it applies to members of Council pursuant to Section 223.2 of the *Municipal Act, 2001*

Committees

A group of persons appointed by Council to assist Council with the conduct of its ongoing business as specified by their terms of reference. For example:

A “Standing Committee” performs a continuing function on a permanent basis until Council alters its mandate or the Council’s term of office ends.

An “Ad Hoc Committee” performs a specific function on a time-limited basis,

A “Committee of the Whole”, working with set dates, consists of all Members of Council to address specific issues of interest to Council.

A “Statutory Committee” is established by Council pursuant to a specific enabling statute such as a Committee of Adjustment under the *Planning Act*, a Municipal Election Compliance Audit Committee under the *Municipal Elections Act*, and any other body to serve in an arms-length capacity for or with Council.

A Board or task force

Complaint

An alleged contravention of Council’s Code of Conduct (See policy 5)

Complainant

A person who has filed a complaint in accordance with Council’s Code of Conduct

Confidential Information

Information in the possession of the municipality that is prohibited from disclosure under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) or other legislation such as:

- Information that is disclosed in confidence prior to, during or after a Council’s In Camera meeting
- Personal information
- Advice that is subject to solicitor-client privilege or information that concerns litigation or potential litigation, including matters before administrative tribunals, affecting the municipality
- Confidential matters pertaining to personnel, labour relations, or items under negotiation
- Price schedules in contract tenders and information about suppliers provided in contract tender or requests for information, quotation or proposal submissions, if such information is given in confidence, implicitly or explicitly
- Sources of complaints where the identity of the complainant is given in confidence;
- Information circulated to Members and marked “confidential”, or
- Any information determined by Council to be confidential

Council

The elected Municipal Council of the Corporation of the Town of Mattawa.

D

Delegation

A person or group of persons who are recognised by Council or a Committee to make a presentation on an item included in a meeting's agenda.

Deputy Mayor

A Council Member appointed (procedure 3.2.2) by Resolution who acts in the absence of the Mayor.

Discrimination

Any behavior by any person that is directed at or is offensive to another person on the grounds of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sexual orientation, gender identity, gender expression, age, disability, marital status, or family status, and any other grounds pursuant to the Ontario Human Rights Code;

E

Electronic Means

"Electronic Means" means telephone, video or audio conferencing or other interactive method whereby Members, Staff and the Public are able to hear the Member(s) participating by electronic means and the Member(s) participating by electronic means is able to hear other Members, Staff and the Public.

Electronic Meeting

"Electronic Meeting" means a Meeting where any Member is not physically present but participates via electronic means of communication. The Member participating electronically can vote and constitute quorum.

Ex Officio

A person holding a particular position or office, as defined by the description of the position or office, who is entitled to certain duties or privileges without additional authorization.

Emergency

A situation or the threat of an impending situation abnormally affecting the property and/or health, safety, welfare and well-being of the citizens of the municipality or the municipal government, which by its nature and magnitude is distinct from the routine daily operations of the municipality and requires a controlled and coordinated response.

Employees

See "Staff"

F

Family

A group of persons related by birth, marriage or adoption.

G

Gift

Cash, fees, admission fees, advances, vouchers, invitations, objects of value, services, offers, personal benefits, travel and accommodation or entertainment that are provided to a Member, that could be seen to be connected directly to the

performance of the Member's duties;

Guideline

A statement to complement a procedure's meaning with an explanation, additional information or discretionary options for the execution of the procedure.

H

Harassment

Involves a Member engaging in a course of behaviour, comment or conduct inside or outside the work environment, that is:

- Or ought reasonably be known to be unwelcome, or
- Discriminatory, or
- Reasonably perceived by the recipient as an intention to bully, embarrass, intimidate or ridicule the recipient.

I

Integrity Commissioner (see procedure 5.13)

A person appointed by Council pursuant to Section 223.2 of the Municipal Act, 2001;

L

Local Board

A board established or exercising any power under any Act with respect to the affairs or purposes of one or more municipalities that does not include the following:

A society as defined in subsection 2(1) of the Child and Family Services Act, 2017;

A board of health as defined in subsection (1) of the Health Protection and Promotion Act;

A Committee of management established under the Long-Term Care Homes Act, 2007;

A police service board established under the Police Services Act, 2018;

A Public Library Board pursuant to C.P. 44, the Public Libraries Act, 1990

A corporation established in accordance with Section 203 of the Municipal Act, 2001.

M

Majority

More than half of the votes cast by Members present and eligible to vote.

Meeting

Any regular, special or other legally-constituted meeting of a Council, of a local board or of a committee where:

- a) a quorum of Members is present, and
- b) Members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the council, local board or committee.

Member

A person who has been elected to Council or a person who has been appointed by Council to a committee or board with the authority to approve decisions that are

inherent with the legal status of the Council or that are delegated to the committee or board.

Motion

An agenda item to be considered by Council or a Committee which is moved, seconded, presented, read by the Chair/or Clerk and may be subject to debate.

Municipal Act

Means the *Municipal Act, 2001, S.O. 2001, c.25*, as amended or replaced.

Municipality

The Corporation of the Town of Mattawa.

Municipal Property

Includes but is not limited to, all personal equipment, facilities, vehicles, equipment, supplies, services, staff, documents, intellectual property, computer programs or technological innovations belonging to the municipality.

O

Officer

A person such as the Chief Administrative Officer, Clerk, Treasurer, Chief Building Official and Fire Chief who holds a position of responsibility with definite rights and duties prescribed by statute or By-Law.

Organization Chart

A visual presentation of the Council's structure and relationships with its committees, Boards and employees.

P

Point of information

A request for information by a Member on a specific motion, either about process or about the content of the motion.

Point of Order

A question raised by a Member who thinks that the rules or customary procedures of Council have been incorrectly applied or overlooked during a meeting's proceedings.

Policy

A general statement by Council indicating what is to occur.

Procedure

A detailed description that is a binding, non-discretionary directive of how various components of a policy are to be carried out.

R

Reconsider

A motion to reconsider a decision can be made by a Member in the same or other meeting.

Recorded Vote

All votes are recorded with reference to each voter.

S

Staff

Persons who are:

- Paid a salary by the municipality on a permanent or temporary, full-time or part-time basis
- With or without a contract, or
- Unpaid as volunteers

Strategic Plan

A flexible multi-year plan that includes

- A statement of vision and mission
- Community engagement
- An analysis of the town's current state
- Setting goals
- followed by plans of action

T

Two-thirds Majority

The affirmative vote of two-thirds (2/3) of the Members present and eligible to vote.

Tracking System

A recording system that monitors progress on decisions made by Council or a committee

U

Urgent

For the purpose of calling an Emergency Meeting, a matter that is time-sensitive, and if not brought up immediately, could result in or cause:

- a) Danger to life, health or safety of individuals;
- b) Damage to property;
- c) An interruption of the essential services provided by the municipality;
- d) Loss of revenue by the municipality; and/or
- e) Prejudice to the municipality.

V

Vice Chair

The person selected for the duration of a Council's term as "Deputy Mayor" or a committee's term to replace the Chair when that person cannot preside.

Vote

A Member's expression of agreement or disagreement with a resolution put to Council or a committee. All votes are recorded in reference to each voter. Abstentions or non-votes are recorded as against a motion.

W

Workplace

Any place where a person is working on behalf of the Town of Mattawa.

POLICY 3 Council Meetings

(October 9, 2023)

Council and its committees / boards will conduct their meetings in a predictable and standard manner that provides for the effective governance of the Mattawa municipality and reflects the Council's compliance with the laws of Ontario. Unless otherwise determined by Council, all meetings are open to the public.

PROCEDURES

3.1 AGENDAS

3.1.1 PREPARATION

The Clerk shall draft the forthcoming agendas for all Council and Committee meetings for the endorsement of the Chair and approval by Council or Committee by:

1. Emailing all Members of Council and Committees one week preceding a next meeting to request agenda items:
 - a. To be returned two days later by 12:00 noon and
 - b. In the required format (Appendix 3.1.2)
2. Ensuring correspondence and petitions received from the public and meriting attention are, at the Clerk's discretion, included in the same or subsequent agenda
3. Including any staff reports related to an agenda item
4. Listing every by-law on the agenda by identifying number, followed by a brief description of the intent of the by-law and a copy of the proposed by-law.
 - a. New by-laws of an urgent nature, requiring an immediate decision may be considered.
5. Sharing the current draft agenda with the Chair prior to said meeting
6. Distributing the draft agenda and supporting documents by email to the membership by that Thursday, 4:00pm
7. Accepting, at the Clerk's discretion, a notice received of new business from a Member or a delegation after Wednesday, 12:00 noon to:
 - a. Include the item on the agenda as an addendum for
 - b. A motion to address the new business or delegation at said meeting
8. Recording the Chair's acknowledgement of a written notice of motion received during a meeting and
 - a. Including the motion on the agenda for a subsequent meeting.

3.1.2 FORMATS

As reflected in [Appendix 3.1.2 agenda formats](#), the Clerk shall ensure draft agendas are proposed in a standard format for the following:

- Council Meetings:
 - Regular
 - Committee of the Whole
 - Special
- Standing Committees Meetings
- Closed Meetings

The Clerk shall draft flexible agendas for Ad Hoc Committee meetings pursuant to their Terms of Reference.

3.1.3 ADOPTION

As the agenda is being considered for adoption, the membership may approve a motion by a majority vote to:

- Adopt the agenda, or
- Alter the order of business at said meeting, or
- Accept an addition to the agenda, or
- Delete an item, or
- Defer and item.

The Chair may not exclude any matter from a distributed agenda or rule any item out of order until that item is placed before the Council or Committee.

3.1.4 DEFERRAL

The membership shall determine by resolution its action on agenda items not addressed during a meeting. (Procedure 3.10.1)

3.2 CONVENING MEETINGS

3.2.1 OCCURRENCE OF MEETINGS

The time and place listed below can be altered by a 2/3 majority vote of Members attending provided that:

- Adequate notice of the change is posted on the municipal website, and
- The location is within the boundaries of the municipality.

All meetings shall occur at the Dr. S. F. Monestime Municipal Council Chambers.

Prior to the commencement of the first Regular Meeting following a new Council's Inauguration, the Clerk, in consultation with the Head of Council, shall:

- Establish for Council and Committee meetings, the seating arrangement for Members during the term of that Council, and
- Designate the seating arrangement for the media, municipal staff and the public at Council meetings

Any person who contravenes the established seating arrangement shall be subject to censure by the Chair pursuant to Procedure 3.10.1

3.2.2 MEETING DATES

The following meetings will be re-scheduled to the business day following a statutory holiday.

Inaugural Meeting

On the first Monday following the confirmation of official results of a municipal election the Clerk will:

- Administer the:
 - declarations of office
 - oaths of allegiance, and
 - the Code of Conduct for all Members

The Head of Council will deliver the Inaugural speech, and
The meeting will conduct no other business.

Regular Meetings of Council:

- 6:00pm on the second & fourth Monday of each month except for:
 - Only on the second Monday of the month of July, August and December

Special Meetings

1. The Head of Council may, at any time, summon an open or closed Special Meeting for a specified purpose by:
 - Ensuring the Clerk provides a notice of the Meeting to Members a minimum of twenty-four (24) hours before the meeting.
2. Upon receiving a petition by majority of Council, the Clerk shall summon an open or closed Special Meeting for the purpose set out in the petition by providing a Notice of the Meeting to Members a minimum of twenty-four (24) hours before the Meeting.
3. No business other than that specified in the notice shall be addressed.

Committee of the Whole

Shall meet at 6:00pm on the third Monday of each month, excluding July, August and December.

Standing Committees

Shall meet on the first Monday of each month.

AD HOC Committees

Pursuant to their Terms of Reference at any time that is not in conflict with a meeting of Council or its Committees.

3.2.3 NOTICE OF MEETINGS

The Clerk shall, as required, email notice of each meeting to:

- All Council Members
- All Committee Members
- The Chief Administrative Officer, and
- Managers and senior staff of the Town of Mattawa

AND

- For open meetings, post the Notice on the municipal:
 - Website
 - Facebook, and
 - Mattawa App.

The notice shall:

- State the time, date and place of the meeting,
- Provide:
 - An agenda, and
 - Needed documents that have not been previously available to those being notified
- Not provide an agenda or documents for a closed meeting.

For special meetings, the Head of Council will identify additional persons for the Clerk who will:

1. Email notice as above, and
2. If necessary, attempt notice by telephone or personal service.

Failure of any person to receive notice of a meeting shall not affect the legitimacy of the meeting or its outcomes.

3.2.4 NON-ATTENDANCE

Any Member of Council or committee of Council shall, if possible, notify the Clerk of non-attendance by email through info@mattawa.ca, 24 hours before a scheduled meeting.

3.2.5 CANCELLATION OF MEETINGS

The Chair or Clerk will:

1. Cancel a meeting of Council or a Committee when:
 - a. A lack of quorum is confirmed
 - b. An emergency or disaster supersedes the need for a meeting
 - c. There is no business to be addressed and
2. Notify the Members accordingly.

3.3 QUORUM

3.3.1 MINIMUM

The quorum required to commence and continue a meeting of Council or a committee shall be more than 50% of its members.

Procedure 3.11 applies if quorum is not maintained.

3.3.2 Conflict of Interest

When a member declaring a conflict-of-interest (Procedure 5.3) results in less than the number constituting a quorum, the remaining number of Members shall be deemed to constitute a quorum, provided such number is not less than two.

Guideline 3.3.2

3.4 ELECTRONIC PARTICIPATION

When in-vivo participation is not feasible, Members of Council or a committee shall use electronic conferencing (IE: Microsoft Teams, GoToMeetings, Zoom etc.):

- Preferably with a visual connection or as a lesser alternative ...
 - With an audio connection and
- They shall
 - If possible, notify the clerk 24 hours prior to the meeting, and
 - Connect to the meeting 15 minutes prior to the meeting.

AND

Members shall limit their use of electronic participation to 12 meetings per calendar year.

Members participating electronically during meetings shall:

- Count as quorum
- Have the right to vote pursuant to Procedure 3.5.1
- Unless approved otherwise by the Chair, remain online for the entirety of the meeting to maintain quorum and merit full remuneration.

When matters are to be addressed in a closed meeting, Members shall:

- Attend the meeting in-vivo if notified prior to a meeting, or
- If participating electronically:
 - Disconnect themselves from the meeting
 - Remain, at their discretion, in the online waiting room to wait for re-connection at the end of the closed session
- Merit remuneration for the duration of the entire meeting.

The Clerk will ensure microphones are muted for public participants unless

- They are recognised by the Chair

The Chair and the Clerk will conduct the meetings as otherwise normally, pursuant to procedures 3.5 “decisions by council or committee” and 3.6 “minutes”.

3.5 DECISIONS

3.5.1 REPORTS TO COUNCIL OR COMMITTEE

When a report from a delegation or employees is itemised on an agenda, the Chair shall:

1. Introduce the report to Members
2. Invite the presenter to speak to the report
3. Invite comments or questions from the Members
4. Accept the report as tabled and included in the minutes, and
5. Proceed as required by procedures 3.5.2 and 3.5.4

A By-law presented to Council shall:

- Be introduced by a motion specifying the title of the by-law
- Introduce the subject matter in the form of a typed report with recommendation and all agreements and schedules
 - Given the nature of the subject and at the discretion of the CAO and/or Clerk the report may be introduced verbally,
- There shall be no incomplete draft by-law except as may be required to conform to accepted procedures or to comply with provisions of any Act
- Be given first, second and third reading in a single consolidated motion unless provincial legislation requires individual readings.

In the event a majority of Council wishes to further review a proposed by-law or additional public comment is desired, the approval shall be deferred to a subsequent meeting by a motion.

Any proposed by-law may be referred to the CAO, Clerk, a Committee or the Solicitor for review and comment.

Every by-law enacted by Council shall be:

- Numbered and dated
- Sealed with the seal of the Corporation
- Signed by the Mayor and Clerk
- Maintained by the Clerk in a secure location
- Posted on the Mattawa Website

3.5.2 VOTING

Council approves all By-Laws by majority vote

All votes are open unless cast during In Camera meetings

All voters are recorded pursuant to their votes.

The Chair shall be the last to cast a vote

The Chair shall call for a vote:

- With a simultaneous show of hands, or firstly by the voice of a Member participating by phone, and

- Any Member, may request the vote to be recorded by the Clerk who shall request the vote of each Member, starting with the Member who requested the recorded vote.

3.5.3 VICE CHAIR

The Deputy Mayor shall replace the Head of Council and a Vice Chair shall replace a committee Chair as needed.

If the Head of Council and Deputy Mayor or Committee Chair and Vice Chair are absent at the commencement of a meeting:

1. The Clerk shall call the meeting to order and
2. The Members present shall appoint one of their own as temporary Chair
3. Upon arrival during the meeting the formal Chair will automatically replace the temporary Chair to assume their duties.

3.5.4 DUTIES OF CHAIR

The Chair shall

- Preside over the conduct of the meeting to preserve good order and decorum
- Rule on:
 - Points of order
 - Questions of privilege
 - Points of information and
 - All questions relating to the meeting's process
- Ensure the Clerk enters all decisions requiring action in Council's Tracking System ([3.5.4](#))

Pursuant to a meeting's agenda the Chair of a meeting shall address the motions reflected therein by:

- Opening discussion on an information item by directing the Member and seconder filing the motion to speak to its content,

or

- Calling for a vote on a motion not requiring debate by:
 1. Directing the Member filing the motion to speak to its content
 2. Calling for a vote and ensuring:
 - 1) The motion at hand is clearly stated
 - 2) All discussion on the motion is terminated
 - 3) The Chair:
 - a. First calls the other Members to vote to be registered and follows with the Chair's vote
 - b. Ensures all Members present register a vote, or
 - c. Registers a non-vote as against the motion, and
 - d. Announces the results of the vote

or

- Opening the meeting to debate on a motion requiring a debate by
 1. Ceding the Chair to an alternate Member for the duration and closure of a debate if
 - a. The Chair chooses to participate in the debate or
 - b. The Chair leaves the Council chamber when in conflict of interest (procedure 5.3)
 2. Speaking to the matter as Chair before the start of the debate

3. Directing the Member or delegate filing the motion to speak to its content
4. Directing the seconder to the motion to speak
5. Recognising each Member wishing to speak to the motion
6. Soliciting a reply from the mover of a main motion
7. Confirming, any changes to the motion
8. Closing the debate with comments, and
9. Calling for a vote and ensuring:
 - A. The motion at hand is clearly stated
 - B. All discussion on the motion is terminated
 - C. The Chair:
 - 1) First calls the other Members to vote to be registered and follows with the Chair's vote
 - 2) Ensures all Members present register a vote, or
 - 3) Registers a non-vote as against the motion, and
 - 4) Announces the results of the vote

3.5.5 APPEAL ON RULING

Should a Member appeal a ruling by the Chair:

1. The Member shall table a motion to appeal and explain the reason for the appeal
2. The Chair shall:
 - a. Reject the appeal with reasons, or
 - b. Call for a recorded vote without debate and
 - i. Accept or reject the appeal as determined by the vote

3.5.6 RECONSIDERATION

Once a motion has been carried, or lost, a Member who voted with the prevailing side may move for reconsideration either during the same meeting or at a subsequent meeting.

If such a motion is seconded, the Chair shall open a debate on the motion to reconsider and the debate will be resolved by

- A simple majority vote if addressed during the same meeting, or by
- A 2/3 majority vote if addressed during a subsequent meeting.

3.6 MINUTES

Pursuant to their approved agendas, the Clerk shall record:

- The start and end times of meetings, and
- The proceedings in a standard format for Council and Committee meetings, per [Appendix 3.6 example minutes](#)
- Each Member's vote when a vote has been called
- The decision on the Tracking System – (App. [3.5.4](#))
- A written notice of motion received during a meeting once declared as read by the Chair.

The Clerk shall ensure the minutes of closed meetings are secured to be adopted at the next scheduled, closed meeting

The Clerk shall record the attendance of the membership as follows:

- For adjournments - Members present at the expiration of the fifteen (15) minute time limit

- Temporary absence during a meeting - Member with time of departure and return
- Late arrivals – Member and time of arrival
- Early departure – Member and time of departure
- Electronic arrival - Member and time of arrival – with notification to the Chair
- Early departure from electronic presence – Member and time of departure with notification to the Chair
- A Council Member visiting a committee as a non-member of that committee as a, “visiting Council Member”.

The Clerk shall ensure live recordings of meetings are:

- Posted on the Town of Mattawa YouTube channel, or
- When possible, live streamed on the channel, with
 - Reference on the Town of Mattawa social media Pages.

3.7 CLOSED MEETINGS

Closed meetings are restricted to Members of Council or a Committee and they may include, by invitation, any persons who are deemed to be relevant to the subject at hand.

3.7.1 REASONS

All or part of a Council, Committee or Board of Council meeting shall be closed to the public:

- If the subject matter being considered involves:
 - A. The security of the property of the municipality or local board;
 - B. Personal matters about an identifiable individual
 - C. A proposed or pending acquisition or disposition of land
 - D. Labour relations or employee negotiations;
 - E. Litigation or potential litigation,
 - F. Advice and information that is subject to solicitor-client privilege,
 - G. A matter respecting closed meetings under another Act;
 - H. Information explicitly supplied in confidence by Canada, a province or territory or their Crown agency;
 - I. A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality
 - 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;
 - 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
 - L. A request under the Municipal Freedom of Information and Protection of Privacy Act,
 - M. An ongoing investigation by the Ombudsman

Prior to commencing an In Camera meeting, the Chair shall ask the non-participants to retire to a location beyond the hearing of the meeting room.

3.7.2 CONDITIONS

All or part of a Council, Committee or a Board of Council meeting may be closed to the public:

- If the following conditions are **both** satisfied:
 - The meeting is held for the purpose of educating or training the Members.
 - At the meeting, no Member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, Board of Council or committee.
- To give direction to staff or consultants by consensus of Members present.

3.7.3 TRANSITION TO AND FROM

During a meeting of Council, a Committee or board of Council, a Member wishing to recess into an In Camera session on an agenda item being addressed by the Chair shall require a two-thirds vote on a motion to:

- Either defer a matter to the agenda of a closed session or
- Immediately recess to a closed session

Before all or part of a meeting is closed to the public, the Council or a Committee shall state by resolution the fact of the closed meeting and the general nature of the matter to be considered.

A meeting of Council, a Committee or board shall not be closed to the public during the taking of a vote unless:

- The Municipal Act requires a meeting to be closed to the public
- The vote is for:
 - A procedural matter, or
 - Giving directions or instructions to officers, employees, agents or persons retained by the municipality

3.7.4 CONDUCT

A Member may speak more than once during a closed meeting provided that all Members have spoken in turn.

The Chair shall not entertain a motion to adjourn during a closed meeting.

Upon completion of the closed session the Chair shall:

- Reconvene in public session, and
- Provide a verbal report to the public on the disposition of items discussed without revealing any confidential information, and
 - The Clerk shall note the outcome of said disposition.

AND

- No person participating in a closed meeting shall disclose the content of the matter or substance of the deliberations unless expressly authorized to do so by Council or committee or as required by law.

3.8 NOTICE OF MOTION

Pursuant to procedure 3.1.1, a Notice of Motion may be submitted to the Clerk by a Member

1. Before the Clerk's Agenda deadline to be included on the agenda under the item "Motions"
2. After the deadline, but prior to a meeting to be included on the agenda as an addendum requiring a 2/3 vote for inclusion on the meeting's agenda

3. During a meeting to be read by the Chair or declared as read, recorded by the Clerk and deferred to the agenda of a subsequent meeting.

The submission of a written notice of Motion does not require:

- A seconder at the time of submission, or
- The presence of the Motion's author during the meeting when the Motion is read.

Every motion included on a meeting's agenda with or without debate must be moved and seconded at said meeting and first addressed by the mover.

3.9 POINTS OF ORDER

A member who believes a rule is being contravened shall:

1. Call for recognition by the Chair on a "Point of Order", and then
2. Clearly explain what and how a rule is being contravened

The Chair, upon responding to a Point of Order shall:

1. Rule upon the alleged contravention to
2. Determine the rule is not contravened and
 - a. Resume the matter at hand, or
 - b. Accept the explanation and accordingly adjust the proceedings on the matter at hand
3. Call for a vote if the ruling is appealed (Procedure #3.5.5)
4. Confirm the results of the vote and
 - a. Resume the matter at hand, or
 - b. Adjust the proceedings by applying the rule as previously questioned

3.10 CONDUCT OF MEMBERS AND VISITORS

3.10.1 MEMBERS, EMPLOYEES AND VISITORS

Members, Employees and visitors shall:

- Obey the procedural rules or the decisions of the Chair
- Respectfully acknowledge the Chair and address all remarks to the Chair
- Not:
 - Speak disruptively aloud during a meeting
 - Speak unless recognised by the Chair
 - Interrupt a Member while speaking except to raise a point of order.
 - Display signs or placards or engage in behaviour that may disrupt debate.
 - Disrupt a vote being taken and until the result is declared
 - Speak to the motion after a vote has been called and registered.
 - Speak disrespectfully to and of others
 - Be accompanied by a pet that is not registered as a support aid.

The Chair shall:

- Restrict questions and supplementary comments to items specific to an agenda item, motion or presentation
- Determine if the conduct of a Member, employee or visitor is improper and, if, so
 - Expulse the person from the meeting or exclude the person from future meetings, and
 - Adjourn the meeting without any motion if such person refuses to leave – until said person leaves.

3.10.2 MEMBERS

In addition to the above, Members shall not:

- Speak more than once on a matter or for more than 10 minutes unless:
 - Questioned by another Member
 - To offer an additional explanation
 - Granted leave by the membership
- Engage in private conversation while in the Council Chamber that interrupts the proceedings of Council;
- Speak on any subject other than the subject in debate
- Enter the meeting while a vote is being taken.
- Leave their seat while a vote is being taken and until the results are declared.
- Where a matter has been discussed in closed session, disclose the content of the matter or substance of deliberations, except as required by law.

Presentations

A member presenting to Council on behalf of a Council committee shall remain at the Member's Chair chair, but:

- A Member presenting on behalf of a delegation, shall take a position away from the Council table.

If a Member persists after having been called to order by the Chair, the Chair shall:

- Forthwith put the motion: "that such Member be ordered to leave his or her seat for the duration of the meeting of the Council".
- Entertain a vote without amendment, adjournment or debate or
- If the Member apologizes at any time, that Member may, by undebated and unanimous vote of Council, be permitted to retake the Member's seat.

3.11 ADJOURNMENT

A motion to adjourn a meeting by any Member shall be in order unless:

- Another Member is in possession of the floor.
- A vote has been called
- Votes are being recorded by the Clerk

The Chair shall adjourn a meeting when:

- A lack of quorum for a meeting is confirmed 15 minutes after the scheduled commencement time
- The Chair has called a recess for lack of quorum that lasted more than 15 minutes
- Quorum has been reduced below 2 Members when Members have been recused by declarations of Conflict of Interest
- A meeting is in session at the hour of 9:00pm
 - Unless a 2/3 majority vote supports a continuation
- A meeting is in session at the hour of 10:00pm
 - After which the Chair shall call a special meeting if needed within 24 hours
- A person ordered to leave a meeting does not leave.

3.12 DELEGATIONS

3.12.1 EARLY RESOLUTION

The Chief Administrative Officer (CAO) or the Clerk shall:

- Determine if an attempt has been made to resolve an administrative or operational matter with the appropriate Department Head, or
- Refer the delegation to the same as needed

3.12.2 REQUEST

Provided that earlier attempts at resolution have failed and subject to the exception below, any person shall be allowed to ask the Clerk for a hearing by Council as a delegation as follows:

- Prior to 12:00 p.m. (Noon) on Wednesday of the week preceding the meeting of Council,
 - In writing, electronically or by hard copy as:
 - Printed, typewritten or legibly written;
 - Clearly setting out the matter at issue and the request being made of Council;
 - Indicating an electronic presentation or otherwise
 - Signed by the name of the writer; and
 - Containing the mailing address, street address, telephone number and email address (where possible) of the writer, and
 - In the case of a petition:
 - Signed by at least two (2) citizens resident in the municipality;
 - Setting out the civic address of each petitioner; and
 - Indicating the name of a spokesperson, his or her mailing address, street address, telephone number and email address (where possible).

Exception: Where a public hearing is held by a Committee pursuant to the Municipal Act, no person shall be permitted to appear otherwise before Council in respect of that matter.

The Clerk's decision on the request to add, deny or defer the matter to an agenda shall be final.

3.12.3 PRESENTATION BY DELEGATION

A delegation shall present its submission to Council or a Committee as follows:

- As indicated on the meeting's agenda
- Electronically, upon prior approved by the Clerk
- Within a 10-minute time frame unless extended or reduced by the Chair
- With the use of visual aids provided that arrangements have been made with the Clerk 1 day prior for the required equipment
- Without
 - speaking disrespectfully of any person;
 - using offensive language; and/or
 - speaking on any subject other than the one at hand
- By withdrawing from the delegation table upon the Chair calling the discussion as concluded.

The Clerk shall advise the meeting when there is one (1) minute remaining. After the presentation, the membership and Department Heads shall:

- As needed, ask questions of clarification from the delegation
- Address questions of Department Heads
- Not enter into debate with the delegation respecting the presentation

3.12.4 LIMITATIONS

There shall be not more than four (4) delegations at any meeting.

The Chair shall:

- Curtail any discussion on the delegation's matter for misconduct
- Determine when the delegation is concluded.

A delegation, once heard, shall not be entitled to be heard either at Council or a Committee on substantially the same matter for a period of twelve (12) months from the date of its first hearing – unless:

Council's decision to deal with a matter is not concluded or substantive changes in the circumstances surrounding the matter have occurred.

3.13 TRACKING SYSTEM

Pursuant to Appendix 3.5.4, the Clerk shall work with Council's tracking record by:

- Maintaining a record for each type of meeting on a quarterly basis
- Entering the required data during meetings
- Bringing action items forward for review as "old business" on future agendas
- Noting progress at each review date
- Adjusting review or completion dates as required
- Archiving the record at a quarter's end to start a new record for the forthcoming quarter, and
- Reviewing the records as needed for year-end or end-of-term reports.

GUIDELINE

3.3.2

Municipal Conflict of Interest Act, [section 7](#) states:

7 (1) Where the number of members who, by reason of the provisions of this Act, are disabled from participating in a meeting is such that at that meeting the remaining members are not of sufficient number to constitute a quorum, then, despite any other general or special Act, the remaining number of members shall be deemed to constitute a quorum, provided such number is not less than two. R.S.O. 1990, c. M.50, s. 7 (1).

POLICY 4 STRUCTURE OF COUNCIL AND COMMITTEES (October ,2023)

Council will ensure its structure as a governing body is clear and it will establish and manage its committees with their own distinctive terms of reference.

PROCEDURES

4.1 CURRENT LIST

The Clerk shall maintain a current list (Appendix 4.1):

- Depicting the purpose of:
 - The committees and boards Council establishes to conduct its business
 - The committees and boards to which Members are assigned to represent Council
 - The associations to which Members officially belong as Members of Council
- By:
 - Amending Appendix 4.1 with all of the above at the onset of a new Council's term and
 - Updating the same as changes occur.

4.2 TERMS OF REFERENCE

Council approves the existence and terms of reference for all its committees and boards. The terms of reference consist of brief statements describing the committee's or board's:

- Purpose
- Membership
 - Appointment process
 - List of members
- Responsibilities
- Operating procedures conforming to Council's policies and procedures
- Frequency of meetings
- Accountability
- Beginning and end dates

The Chair of each committee and board of Council shall ensure the appropriate terms of reference are approved by Council and updated as needed.

4.3 ORGANIZATION CHART

The Clerk shall maintain:

- A current organization chart in [Appendix 4.3](#) that displays the Council's committees and boards, per section 4.1

POLICY 5 CODE OF CONDUCT

(Date of approval, 202_)

Council's Code of Conduct outlines the expected and prohibited conduct of its Council, committees and boards.

PROCEDURES

5.1 ATTESTATION

Upon assuming office, a Member shall sign the "Declaration of Office" form ([Form 5.1](#))

5.2 UNDUE USE OF INFLUENCE

No Member shall use their status as a Member of Council to improperly influence the actions or decisions of staff or others to the private advantage of the Member or family, friends or associates. (Guideline 5.2)

5.3 CONFLICT OF INTEREST

5.3.1 ACTUAL OR PERCEIVED

A conflict of interest will occur when it actually, or appears to take place.

When a conflict of interest is perceived to occur, Members must address the matter as soon as is reasonably possible.

5.3.2 DECLARATION

When a Member, present at a Council or Committee meeting, is or can be perceived to be in a conflict of interest in relation to a matter being addressed at said meeting, the Member shall orally declare the conflict of interest.

A member who declares or who is deemed to be in a conflict of interest shall:

- Leave the meeting place for the duration of discussion and decision on the matter at hand
- If the Chair, be replaced by Vice Chair for the duration

A Member who did not declare their conflict of interest during a meeting shall, within 48 hours file a Disclosure of Conflict of Interest Declaration [Form 5.3.2](#) with the Clerk who shall:

- Within 72 business hours of the declaration, include the Declaration of Interest Form in the Municipal Registry for publication on the Municipal Website, and
- Schedule the affected motion for reconsideration at the next available meeting

Refer to Guideline 5.3.2

5.3.3 TYPES OF CONFLICT OF INTEREST

Financial Gain

A Member is in a conflict of Interest when the Member:

- Directly or indirectly influences a decision that will benefit a person who is not in an arms-length relationship
- Obtains personal financial gain from their position as a Member
- Refers a third party to a person, partnership, or corporation in exchange for payment or other personal benefit.

Gifts

No member shall accept a gift or personal benefit that is connected directly or indirectly with the performance of their duties.

Nepotism

While the workforce in Mattawa is limited by various circumstances, municipal employees can be related to a person who is not in an arms-length. Nonetheless, Members shall not, directly or indirectly exercise their influence to benefit these persons:

- In the hiring of employees where the competitive selection of employees must be based on merit.
- In the supervision, recognition or discipline of employees when supervisors are acting on the authority of their position.

See guideline 5.3.3

Business Relations

No Member shall act as a paid agent before Council, its committees, or an agency, board or commission of the municipality unless so permitted by the Municipal Conflict of Interest Act: <https://www.ontario.ca/laws/statute/90m50>

5.4 POSITION OF TRUST

Members shall, at all times and to the best of their ability, honour the position of trust they occupy as representatives of Mattawa electors by abiding by Council's Vision, Mission, Values and policies and procedures.

5.5 CONDUCTING COUNCIL BUSINESS

All Members shall abide by Council's Policies and Procedures

5.6 CONFIDENTIALITY

Unless required by law or authorized by Council, no Member shall:

- Disclose by any means to any member of the public, any confidential information acquired by virtue of their office
- Use confidential information for personal gain, or for the gain of relatives, any person or corporation, or
- Disclose the content of a matter, or the substance of deliberations during an in-camera meeting.

5.7 USE OF MUNICIPAL PROPERTY

No Member shall use, or permit the use of municipal land, facilities, equipment, supplies, services, staff or other resources for activities other than the business of the municipality.

5.8 POLITICAL ACTIVITY

Members shall not use municipal resources for any type of political activity including promoting or opposing the candidacy of any person to elected office in any municipal, provincial and federal campaign.

5.9 RESPECT

Members shall:

- Conduct themselves with decorum at meetings.
- Not harass, bully or discriminate against any other Member, any staff, or any member of the public.
- At all times demonstrate their respect for:
 - The residents of Mattawa
 - Their colleagues on Council, and
 - Employees by:
 - Not falsely or maliciously injuring the professional reputation of staff
 - Restricting their expression of a concern about personnel matters to the Mayor and/or CAO or with Council.

5.10 OFFICIAL COMMUNICATION

Unless approved by the head of Council or a motion granted by a simple majority, the Head of Council is the only Member who is authorised to communicate officially on behalf of Council to the public, Ontario and other municipalities.

While the CAO is authorised to speak on behalf of the municipality on matters of services and operations, the CAO cannot speak on behalf of Council unless authorised to do so.

5.11 DUE DILIGENCE

Members shall make every effort to participate diligently in the activities of Council, its agencies, committees and local boards to which they are appointed.

5.12 ATTENDANCE

Attendance at Council meetings by electronic means is equivalent to in-person attendance. Members of Council shall not be absent from meetings of Council for three consecutive months without being authorised to do so by a resolution of Council.

5.13 INTEGRITY COMMISSIONER

Council shall appoint an Integrity Commissioner to provide some or all of the following services:

- a) Education and training;
- b) Investigation of a complaint, including a decision not to investigate and a summary dismissal of a complaint;
- c) Investigation reports and recommendations, including periodic, interim or final reports and annual reports;
- d) Information to the public regarding the Code of Conduct and the obligations of Members under the Code of Conduct and other ethical guidelines or policies; and
- e) Proactive guidance upon request from Council or a Member.

Any person who files a complaint to the Integrity Commissioner shall submit a “Code of Conduct Complaint [Form 5.12](#) to the Integrity Commissioner.

GUIDELINES

5.2

A person who is not in an arms-length relationship is not excluded from employment with the municipality as long as due process for the hiring and supervision of employees is based on merit and factors benefiting the municipality.

Code of Conduct posted on the Mattawa Website:

<https://mattawa.ca/wp-content/uploads/2019/03/Code-of-Conduct-Policy-for-Members-of-Council-and-Local-Boards.pdf>

5.3.2

If a Member does not declare a conflict of interest when it appears the Member should have so declared, the matter can be referred by anyone to the Integrity Commissioner for investigation.

5.3.3

Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50

<https://www.ontario.ca/laws/statute/90m50#BK2>

POLICY 6 ACCOUNTABILITY

(Date of approval, 202_)

In the performance of their duties the Members of Council are accountable to the voters who elected them, to each other and to municipal employees.

PROCEDURES

6.1 TO ELECTORS

Members are accountable to Mattawa's electors for:

- Following through on their campaign promises to the best of their ability
- Managing Mattawa's financial and human resources in a cost-effective manner
- Ensuring Mattawa's actions comply with the laws and regulations of Ontario and Canada.
- Ensuring their actions are transparent
- Being responsive to their ongoing concerns by diligently trying to address or resolve their concerns

6.2 TO EACH OTHER

Members are accountable to each other for:

- Abiding by the Council's Policies and Procedures
- Following through on their commitments to Council

6.3 TO MUNICIPAL EMPLOYEES

Members are accountable to Municipal employees for:

- Protecting their interests as much as is possible
- Abiding by Council's Policies and Procedures as they apply to employees
- Being transparent in their dealings with employees
- Accepting and acting upon employee complaints of abuse by discrimination, harassment or bullying by applying the provisions of Policy 8.

POLICY 7 RIGHTS, ROLES AND RESPONSIBILITIES

(Date of approval, 202_)

Members and the Municipal employees who support Municipal operations are to work cooperatively with defined roles, rights and responsibilities.

PROCEDURES

7.1 RIGHTS

Members have the right to be:

- Respected by virtue of their position
- Heard on matters before Council and its committees
- Counted as votes for the decisions of Council and its committees

Municipal employees who support municipal operations have the right to be:

- Respected by virtue of their position
- Heard on matters before Council and its committees

7.2 COMPENSATION AND REMUNERATION

Members shall be reimbursed pursuant to a Council By-law, which, as at February, 2024, is reflected in [Appendix 7.2](#)

7.3 MAYOR OR HEAD OF COUNCIL

The Head of Council shall:

- Preside over council meetings to conduct Council business efficiently and effectively
- Provide leadership to the Council
- Advise Council on its role
- Represent or delegate a Member to represent the Mattawa municipality at official functions
- As Chief Executive Officer:
 - Uphold and promote the purposes of the municipality;
 - Promote public involvement in the municipality's activities;
 - Promote the municipality locally, nationally and internationally; and
 - Participate in and foster activities that enhance the economic, social and environmental well-being of the municipality and its residents.
- Carry out additional duties prescribed by legislation in effect in Ontario.

7.4 DEPUTY MAYOR

The Deputy Mayor shall act in the place of the Head of Council when the Head of Council is unavailable.

7.5 MEMBERS OF COUNCIL

Members of Council shall:

- Represent the public and consider the well-being and interests of the municipality;
- Evaluate the policies and programs of the municipality;

- Determine which services the municipality provides;
- Ensure that administrative and controllership policies, practices and procedures are in place to implement the decisions of council;
- Ensure the accountability and transparency of the operations of the municipality,
- Maintain the financial integrity of the municipality
- Ensure the municipal workplace operates without discrimination, harassment or bullying by applying Policy 8, and
- Carry out additional duties prescribed by legislation in effect in Ontario.

7.6 CLERK and DEPUTY CLERK

The Clerk Shall

- Record, without note or comment, all resolutions, decisions and other proceedings of the council;
- If requested by any member present at a vote, record the name and vote of every member voting on any matter or question;
- Keep the originals or copies of all by-laws and of all minutes of the proceedings of the council;
- Update the Council's governance policies and procedures as required
- Act as Head pursuant to the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) – see guideline and
- Perform other duties:
 - As required under any legislation in effect in Ontario., and
 - As are assigned by the Council or CAO.

7.7 CHIEF ADMINISTRATIVE OFFICER (CAO)

The CAO shall:

- Exercise general control and management of the affairs of the municipality to ensure it operates efficiently and effectively
- Perform such other duties as assigned by Council

GUIDELINES

7.6 Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56

<https://www.ontario.ca/laws/statute/90m56#BK1>

POLICY 8 WORKPLACE HEALTH AND THE PREVENTION OF ABUSE

(Date of approval, 202_)

Council will ensure the municipal workplace operates with a healthy and safe environment that is also free of discrimination, harassment, bullying and violence.

PROCEDURE

8.1 DISTINCTION

Council establishes a distinction between:

- Health and safety issues as they pertain to the working conditions of the municipality's administration and operations and
- The treatment of discrimination, harassment and bullying with their issues of culpability

8.1.1 ADMINISTRATIVE AND OPERATIONAL RESPONSIBILITIES

Council will ensure, by clear delegation to the CAO as "Employer", that the municipality operates in strict compliance with the requirements of the Occupational Health and Safety Act (Guideline 8.1.1) by:

- Crafting an appropriate Job Description and Performance Contract for the CAO that includes, among other factors, developing, maintaining and respecting the municipality's Occupational Health and Safety Policies and Procedures
- Reviewing the CAO's performance a minimum of every two years within a Council's term of office
- Maintaining a working familiarity with, and respecting the municipality's Occupational Health and Safety Policies and Procedures (Admin Proc. ## Pending)
- Accepting, investigating and acting upon complaints of abuse by employees who seek a resolution other than that offered by the CAO

GUIDELINE

8.1.1

The Occupational Health and Safety Act

<https://www.ontario.ca/laws/statute/90o01#BK47>

POLICY 9 EVALUATIONS OF COUNCIL

(Date of approval, 202_)

Council will evaluate its operations and effectiveness as a governing body on an ongoing basis

PROCEDURES

9.1 DEVELOPMENT OF MEMBER COMPETENCIES

Within the first 3 months following a new Council's first meeting, the CAO will assist Council in establishing a competencies development plan for Members of Council by:

1. Identifying training opportunities that are available to municipal councils in Ontario (Guideline 9.1)
2. Proposing an agenda item for Council to develop a competencies plan for Members that:
 - Spans the Council's term of office
 - Fits within the town's financial limits, and
 - Is included in the Council's Strategic Plan

9.2 TRACKING COUNCIL'S DECISIONS

The Clerk shall, during the course of all Council meetings, schedule Council decisions for review by entering the data required of [Form 8.1.2](#).

9.3 ANNUAL EVALUATION

On an annual basis, the Corporate Services Committee ([Appendix 9.3](#)) shall evaluate Council's performance during the preceding 12 months, whereby the Committee will consider the following criteria – for eventual report to Council:

- Participation of Councillors
- Progress on decisions made
- Progress on existing plans
- The operation of Council's committees
- Council's outreach to Mattawa citizens
- Feedback from a survey of Municipal employees
 - As undertaken by the CAO to elicit feedback on the above criteria
- Other criteria as appropriate
- Submit its evaluation to Council for approval.

GUIDELINE

9.1

Members are elected to Council with a variety of competencies related to their duties as councillors. Experience dictates that seasoned Members have different training needs than new ones.

Training opportunities for municipal council members vary from year to year as they are provided by:

- The Province of Ontario
- The Association of Municipalities of Ontario (AMO)
- Private practitioners / Consultants

POLICY 10 COUNCIL AND THE CAO

(Date of approval, 202_)

Council will work closely with its CAO who is the predominant link with the Municipal employees and in so doing Council will ensure the CAO is clearly held to account for its actions.

PROCEDURES

10.1 CAO PARAMETERS

In addition to Procedure 7.5, the authorities and duties delegated by Council to the CAO are specified by:

- The CAO's Job Description
- The CAO's performance contract, with
 - Executive Limitations imposed upon the CAO

At the beginning of a new Council's term of office, or upon the hiring of a new CAO, Council shall review:

- The CAO's Job Description
- The CAO's employment contract
- Negotiate changes to the above with the CAO.

The Head of Council shall sign and date the above documents on behalf of the municipality and ensure:

- The documents are signed by the CAO and
- All relevant documents are contained in confidence in the CAO's personnel file

10.2 CAO JOB DESCRIPTION

The [CAO Job Description](#) shall include:

- The mandatory and desirable qualifications for the position
- The purpose of the position
- Reporting structure, and
- Duties

10.3 EMPLOYMENT CONTRACT

The Head of Council shall ensure the CAO's Employment Contract:

- Is legally sound and satisfactory for all parties
- Describes the CAO's compensation, and
- Contains Executive Limitations that refer to:
 - General Executive Constraint
 - Staff Treatment
 - Assets Protection
 - Budgeting
 - Financial Management
 - Treatment of Mattawa Residents
 - Communication and advice to Council
 - Mattawa's Programs / Services
 - Compensation and Benefits for Employees

- Municipal Relations

10.4 CAO RECRUITMENT

In keeping with Hiring Policy #1 of the Administration Manual and upon a vacancy of the CAO position becoming evident, Council shall:

- a. Update the CAOs job description if necessary
- b. Draft a recruitment advert reflecting the Job Description
- c. Search out potential leads with executive recruitment firms
- d. Screen applications for the position
- e. Draft interview questions
- f. Meet with candidates
- g. Select a candidate for the position
- h. Provide the successful candidate with a letter of offer containing a draft Employment Contract, and
- i. Finalize the CAO's employment contract

10.5 PERFORMANCE MANAGEMENT OF CAO

One year following the inception of a new Council and annually thereafter, the Corporate Services Committee shall evaluate the CAO's performance by:

- a. Reviewing the CAO's Job Description and Employment Contract
- b. Formulating criteria to determine quality of performance
- c. Advising the CAO of the Criteria
- d. Meeting with the CAO to discuss his achievements pursuant to the above criteria
- e. Consulting with 3 employees picked by the CAO and 3 employees picked by the Committee
- f. Documenting the findings of the Committee
- g. Reporting same to Council for further action that will consist of some, but not be limited to:
 - Seeking legal advice if necessary
 - Acknowledging the CAO's successful performance
 - Granting a raise or performance bonus pursuant to the Employment Contract in effect
 - Recognizing areas of improvement with or without a warning against performance deficiencies
 - A notice of dismissal.

GUIDELINE

10.3

Developing an Employment Contract for the CAO considers, among other options, documents and advice of the Canadian Association of Municipal Administrators

<https://www.camacam.ca/about/camas-toolkits/cao-employment-contract-toolkit>

Executive Limitations are stated in negative terms whereby the party to an Employment Contract understands that certain activities or actions are prohibited.

POLICY 11 COMMUNICATIONS

(Date of approval, 202_)

The Head of Council will ensure that communications with its members, municipal employees and the residents of Mattawa are clear and timely.

PROCEDURES

11.1 INTERNAL COMMUNICATIONS

Emails between members pertaining to Council or Committee business must be shared with all members of Council or their Committee.

The Clerk will respect the notification requirements described in Policy 3.

11.2 VOICE OF THE MUNICIPALITY

The Head of Council, or person delegated by the Head of Council is the only person who is authorised to speak on behalf of the municipality.

11.3 SOCIAL MEDIA

Members shall respect the municipality's Administrative policy (Policy #__) on social media.

11.3.2 INFORMATION PLATFORMS

In order to operate transparently and to inform Mattawa residents of pending events, the municipality maintains and updates information platforms available to the public.

The CAO shall ensure:

- The continued operation and maintenance of the platforms
- The appropriate employees are assigned to post information on the platforms, who shall ensure the information at these platforms:
 - Is current and accurate, and
 - Respects the laws in effect in Ontario

11.4 CONFIDENTIAL INFORMATION

While they are subject to a request for information under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) the following information is privileged:

- In Camera Meetings, re: the deliberations and information leading up to motions of public record.
- Communications between Council Members that occur out of official meetings.

The Clerk may seek the advice of legal counsel on an MFIPPA request related to Council business.

GUIDELINE

11.2 Refer to the Municipal Freedom of Information and Protection of Privacy Act.

POLICY 12 LEGISLATIVE COMPLIANCE

(Date of approval, 202_)

Council will ensure it and Municipal employees comply with the laws and regulations in effect in the Province of Ontario

Procedures

12.1 APPLICABLE LEGISLATION

Council and the Town of Mattawa operate on a daily basis under the requirements of the following legislation:

Ontario

Municipal Act, RSO 2001

<https://www.ontario.ca/laws/statute/01m25>

Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990

<https://www.ontario.ca/laws/statute/90m56#BK1>

Freedom of Information and Protection of Privacy Act

<https://www.ontario.ca/laws/statute/90f31>

Municipal Conflict of Interest Act RSO 1990

<https://www.ontario.ca/laws/statute/90m50>

Employment Standards Act RSO 2023

<https://www.ontario.ca/laws/statute/00e41>

Occupational Health and Safety Act RSO 1990

<https://www.ontario.ca/laws/statute/90o01>

Workplace Safety & Insurance Act RSO 1997

<https://www.ontario.ca/laws/statute/97w16>

Ontario Labour Relations Act RSO 1995

<https://www.ontario.ca/laws/statute/95l01>

Pay Equity Act RSO 1990

<https://www.ontario.ca/laws/statute/90p07>

Canada

Criminal Code of Canada SC 1985

<https://laws-lois.justice.gc.ca/eng/acts/c-46/>

Canadian Human Rights Act SC 1984

<https://laws-lois.justice.gc.ca/eng/acts/h-6/>

Employment Insurance Act SC 1996

<https://laws-lois.justice.gc.ca/eng/acts/e-5.6/>

Pay Equity Act SC 2018

<https://laws-lois.justice.gc.ca/eng/acts/p-4.2/page-1.html>

12.2 NON EXCLUSIVITY

The above list is not exclusive since:

- Circumstances can dictate the application of other legislation
 - Regulations crafted under the auspices of the above legislation are in effect while their temporary nature applies, and
 - Court rulings can establish precedence in matters pertaining to the Interpretation of existing legislation
-

POLICY 13 PLANNING

(Date of approval, 202_)

Council will conduct its business with the assistance of dynamic, long- and short-term plans that are nimble to sudden and unforeseen events affecting Municipal operations and services.

PROCEDURES

13.1 TYPES OF PLANS

Council will work with different planning approaches during its 4-year tenure:

Strategic Plan

Developed at the onset of a new Council's tenure and designed to capture all of the goals to be addressed during the Council's term in office.

The Head of Council will, along with the Corporate Services Committee, ensure this Plan is established within the first 6 months of the new Council's tenure.

Operational Plan

Based upon the larger parameters of the Strategic Plan, the Operational Plan outlines the goals for the forthcoming calendar year.

The CAO will ensure this Plan is established within the first month of the Strategic Plan's approval by Council and coincidentally with the annual budget's approval thereafter.

Work Plans

Work Plans are designed to address the activities required to achieve the goals or objectives contained in a year's Operational Plan.

The CAO will create the Work Plan by soliciting Councillors as leads for goals where appropriate and assigning employees as needed in order to finalize said Work Plan.

Budgets

This fiscal plan runs parallel to the year's Operational Plan to ensure the financial resources are allocated to and recorded for the various components of the Operational Plan.

Within that office's responsibilities for financial management, the CAO ensures a budget is:

- Approved by Council, and
- Supportive of the year's Operational Plan

13.2 LEADERSHIP

Leadership that needs to be identified for each plan:

- Strategic Plan – Head of Council
- Operational Plan – CAO

- Work Plan – Overseen by the CAO who is working with the persons leading activities for the Work Plan’s goals.

13.3 PLANNING PROCESS

Members of Council will make every reasonable effort to work with the above plans by:

1. Setting target dates beforehand for Council’s approval of the intended plan
2. Consulting with as many participants as is reasonably possible
3. Reviewing documents pertinent to the plan
4. Incorporating the goals and objectives of other Municipal plans (Guideline 13.3)
5. Drafting, discussing, editing and approving the final Plan
6. Scheduling regular reviews of the Plans by Council
7. Adjusting the Plans in response to events that were previously unforeseen or misunderstood
8. Approving a final report at the expiration of the Plan’s term.

GUIDELINES

13.3

Various planning activities such as, but not limited to Mattawa’s Asset Management Plan and its Economic Development Plan, should be included to ensure:

- Reasonable goals have been set
- Council’s and the town’s resources are used collaboratively
- Council’s ability to respond to unexpected events
- Sustained efforts are continued to follow through on the plans

Collaboration is required at all stages of a plan’s development and execution. While the plans belong to Council, employees are also involved in the planning process.



INFORMATION REPORT

PREPARED FOR: MAYOR BÉLANGER AND MEMBERS OF COUNCIL

PREPARED BY: AMY LECLERC, MUNICIPAL CLERK/REVENUE SERVICES CLERK

TITLE: ADMINISTRATIVE POLICIES

DATE: MONDAY APRIL 8, 2024

REPORT NO: 24-24R

BACKGROUND

The Policies and Procedures Working Group has been meeting to create administrative policies since they completed the work on the governance policies and procedures.

ANALYSIS & DISCUSSION

For Council's approval is the administrative policies that the group has been working on that will cover how administration conducts business.

Once the policies are approved then the working group will change removing the members of Council from the group as all policies will be complete that require Council input. The procedures that follow the policies will be created by the administration staff with the leadership of the Interim CAO/Treasurer.

FINANCIAL IMPLICATIONS

RELEVANT POLICY/LEGISLATION

All municipal policies and procedures.

RECOMMENDATIONS/RESOLUTION

It is recommended that Council receives this report and approves the administrative policies.

BE IT RESOLVED THAT the Council of the Town of Mattawa receives Report # 24-24R titled Administrative Policies.

AND FURTHER THAT Council approve the Administrative Policies as attached.

TOWN OF MATTAWA ADMINISTRATIVE POLICIES

1.0 FINANCIAL MANAGEMENT

The municipality ensures its finances are effectively managed to protect its assets, effectively spend its resources and to account for its expenditures according to the requirements of Council and the laws and regulations in effect in Ontario and Canada.

2.0 HIRING (Approved by Council)

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 the most recent Collective Agreement.

3.0 COMMUNICATIONS

The municipality is committed to maintaining clear and prompt communications with the residents of Mattawa, its Council and employees.

4.0 TERMS AND CONDITIONS OF EMPLOYMENT

The municipality ensures the terms and conditions of employment are fair and clear to employees.

5.0 EMPLOYEE CONDUCT

The municipality expects the favourable conduct of its employees to ensure the effective delivery of its services and to meet the needs of the municipal organization and its employees.

6.0 ASSIGNMENT OF EMPLOYEES

The Town of Mattawa assigns all employees with support and guidance and affects their changes of status in a fair and predictable manner.

7.0 SALARIES, BENEFITS AND EXPENSES

The municipality effectively administers the attendance, salaries, benefits and reimbursements of its employees to ensure they are appropriately compensated.

8.0 EMPLOYEE RELATIONS

The municipality is committed to fostering and maintaining positive employee relations and staff morale that support the needs of its employees and the fulfillment of its vision and mission.

9.0 PERFORMANCE MANAGEMENT

The municipality manages the performance of its employees in a transparent and fair manner to foster positive staff relations and improve the performance of its employees.

10.0 STAFF TRAINING AND DEVELOPMENT

The municipality will allocate the human and financial resources to ensure employees are properly trained to carry out their duties effectively and safely.

11.0 PERSONNEL RECORDS

The municipality maintains comprehensive, standardised and confidential records for all its employees.

12.0 HUMAN RIGHTS

The municipality shall maintain a zero tolerance for discrimination, harassment, bullying or violence in the workplace.

13.0 OCCUPATIONAL HEALTH AND SAFETY

The municipality is committed to maintaining a healthy and safe workplace.

14.0 DEPARTURE OF EMPLOYEES

The municipality will ensure it proceeds with the departure of its employees through a well-documented, fair and consistent manner that complies with its statutory requirements.

15.0 MANUAL MAINTENANCE

Senior management will develop, maintain and amend its administrative policies as supplemented by their procedures and guidelines in a standard format and process that ensures the documents are current, clear and accessible.

APPENDICES TBD

FORMS TBD

THE CORPORATION TOWN OF MATTAWA

MOVED BY: COUNCILLOR _____

SECONDED BY: COUNCILLOR _____

BE IT RESOLVED THAT this Council proceed in Camera at _____ 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: MONDAY APRIL 8, 2024

16

THE CORPORATION TOWN OF MATTAWA

MOVED BY COUNCILLOR _____

SECONDED BY COUNCILLOR _____

BE IT RESOLVED THAT the regular meeting reconvene at _____ p.m.

DATE: MONDAY APRIL 8, 2024

18.1

THE CORPORATION TOWN OF MATTAWA

MOVED BY COUNCILLOR _____

SECONDED BY COUNCILLOR _____

BE IT RESOLVED THAT the April 8, 2024 meeting adjourn at _____ p.m.